


General Records Disposal  
Schedules of the Government  
of Canada.

Third Edition  
1978

CA1

AK

-68G263



Digitized by the Internet Archive  
in 2022 with funding from  
University of Toronto

<https://archive.org/details/31761115506875>

AI  
AK  
68 67263

Government  
Publications

375  
**GENERAL RECORDS  
DISPOSAL SCHEDULES**  
**of the**  
**GOVERNMENT OF CANADA**

**THIRD EDITION**

**1978**

This edition has been approved by the Dominion Archivist and is issued under the authority of the Public Records Order, P.C. 1966-1749 as -

PAC. 78/001

All previous editions and amendments to the General Records Disposal Schedule of the Government of Canada are now obsolete.

**Records Management Series**



Public Archives  
Canada

Archives publiques  
Canada





CA1  
AK  
- 68 G 263

Government  
Publications

35  
**GENERAL RECORDS  
DISPOSAL SCHEDULES  
of the  
GOVERNMENT OF CANADA**

**THIRD EDITION**

**1978**

This edition has been approved by the Dominion Archivist and is issued under the authority of the Public Records Order, P.C. 1966-1749 as -

PAC. 78/001

All previous editions and amendments to the General Records Disposal Schedule of the Government of Canada are now obsolete.

**Records Management Series**



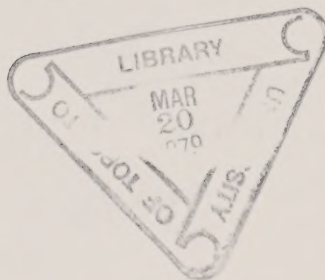
Public Archives  
Canada

Archives publiques  
Canada

This publication has been prepared by the Records Management Branch of the Public Archives of Canada.

Other publications in the Records Management Series:

*Mail Management in Government Departments*  
*Records Management Guide for Ministers' Offices*  
*Records Organization and Operations*  
*Records Scheduling and Disposal*  
*Subject Classification Guide*



© Minister of Supply and Services Canada 1979

Available by mail from

Printing and Publishing

Supply and Services Canada

Hull, Québec, Canada K1A 0S9

or through your bookseller.

Catalogue No. SA82-2/6-1978  
ISBN 0-660-01761-X

Canada: \$5.00  
Other countries: \$6.00

Price subject to change without notice.



## RECORD OF AMENDMENTS

[illegible]





# TABLE OF CONTENTS

	Page
I. Preface .....	3-11
A. Purpose and Definitions .....	3
B. Limitations on Coverage .....	6
C. Retention Periods .....	6
D. Records Location and Transfer .....	7
E. Records Duplication .....	7
F. Historical Records .....	9
G. Benefits of Scheduling .....	10
H. Records Destruction Reporting .....	10
I. Application of Schedules .....	10
J. Arrangement of the General Schedules .....	11
II. General Schedules 1 to 5 .....	15-84
Schedule 1 - Administration .....	15
Schedule 2 - Buildings and Properties .....	35
Schedule 3 - Equipment and Supplies .....	45
Schedule 4 - Finance .....	53
Schedule 5 - Personnel .....	71
III. Appendices .....	87-106
A. The Public Records Order P.C. 1966-1749, 9 September, 1966 ....	87
B. Public Archives of Canada Operational Details re. Transfer, Storage and Destruction of Personnel Records .....	91
C. Procedures for the Disposal of Records .....	101
D. Scheduling Rules and Suggestions .....	105
E. The Historical Value in Records .....	106
IV. Index .....	109-152



**I**

**PREFACE**





## GENERAL RECORDS DISPOSAL SCHEDULES

### I. PREFACE

#### A. Purpose and Definitions

These General Schedules apply to all departments and agencies governed by the Public Records Order, and their application and use should be encouraged within all other agencies of the Government of Canada notwithstanding the Financial Administration Act. They are designed to help and, in fact, they authorize departments and agencies to reduce the volume of their active and dormant records and to eliminate dead records holdings in certain large common fields of administrative services. The schedules originated from the former Public Records Committee and have been planned with several objectives in mind:

1. to secure standard records retention periods in the departments and agencies for housekeeping records;
2. to eliminate the time-consuming procedure in which each department or agency individually prepares schedules for the same categories of housekeeping records;
3. to achieve efficiency and economy in the areas of space, equipment and staff through,
  - (a) systematic transfer of housekeeping records to dormant storage in the departments and agencies or the Public Archives Records Centres, and
  - (b) orderly destruction of housekeeping records no longer of value;
4. to ensure the preservation and transfer to the Public Archives of Canada of housekeeping records of historical or archival value;
5. to differentiate clearly between housekeeping records on the one hand and operational records on the other hand; and
6. to aid the development of sound file classification systems in the departments and agencies through,
  - (a) standardization of records descriptions, and
  - (b) suggested arrangement of subjects in a fashion which will contribute to good filing methods.

These General Schedules constitute an actual authority for the destruction of administrative housekeeping records. To clarify the purpose of these schedules it is necessary to define certain terms:

(a) *Public Records*

Correspondence, memoranda or other papers, books, maps, plans, photographs, films, microfilms, sound recordings, tapes, punch cards, or other documentary material regardless of physical form or characteristics that

- (i) are made or received by any department in pursuance of federal law or in connection with the transaction of public business,
- (ii) are preserved or appropriate for preservation by that department, and
- (iii) contain information on the organization, functions, procedures, policies or activities of that department or other information of past, present or potential value to the Government of Canada,

but does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of records preserved only for convenience of reference, working papers, or stocks of publications or printed documents.

(b) *Records Schedules*

Lists of public records approved by the Dominion Archivist indicating;

- (i) the length of time each type of record may or should be retained in the active records areas of departments or agencies before transfer to dormant storage, and
- (ii) the length of time each type of record must be retained before final disposition.

(c) *Policy Records*

Throughout these General Schedules the word "policy" appears. Commonly in government circles this word has a wide range of meaning;

- (i) it reflects departmental procedures, regulations, rulings and decisions, and
- (ii) it documents and shows implementation of high-level management decisions.

All policy records must be referred to the Archives Branch of the Public Archives of Canada for final disposition. Frequently, departmental files are designated as policy, but contain only information relating to the application of rulings and decisions made by control agencies: such files need not be referred to the Public Archives of Canada.

(d) *Routine Records*

Those records which provide for normal everyday action as a result of policy decisions.

(e) *Dormant Records and Closed Volumes*

Those records of a department or agency that are not required constantly for current use in the department or agency and need not be maintained in office space and equipment.

A yardstick sometimes used to judge whether or not records are dormant is that applied by records centres. Records which are not dead and which average no more than one inquiry per cubic foot per month are considered dormant records. This yardstick applies only to records in bulk of more than three or four filing cabinets, such as a group or an accession from one department.

The distinction between "dormant records" and "closed volumes of active records" must be clarified here. Closed volumes of active records are records which a department may still be using constantly. New volumes are created but the old volumes may still be active and may still be required.

(f) *Working Papers*

Working papers consist of rough notes, calculations, punch cards, preliminary drafts, research notes, etc. used in the preparation of other records such as correspondence, reports and statistical tabulations. These become of little or no value once the finished record has been produced, and should be destroyed as soon as the finished product is available in readable form. Working papers relating to the preparation of legislation, however, should be referred to the Archives Branch of the Public Archives of Canada.

(g) *Housekeeping Records*

Records pertaining to housekeeping activities such as everyday personnel, financial, purchasing and property-control actions, i.e. internal economy matters.

(h) *Operational Records*

Records created by a department or agency while carrying out its basic functions.

## B. Limitations on Coverage

Some departments and agencies will not have all of the types of records listed in these schedules. Other departments will have far more specialized and detailed records than those covered here. These schedules are designed to accommodate most departments and agencies in common records areas. They deal with housekeeping records and not with the operational records created by departments and agencies while carrying out their basic functions.

Where a central agency has a prime responsibility for a certain government-wide operation, then that department must submit a special schedule to secure authority for destruction of records reflecting that operation. These central agencies, however, can use these General Schedules for housekeeping records pertaining to their own departmental operations.

In central service agencies there will be operational records which bear the same subject title as some of those listed in these schedules. When they are the operational records of that agency, their destruction is not authorized by these schedules.

For example, the Passport Division of the Department of External Affairs is responsible for the issue of passports to Canadian citizens. Most other departments, however, have routine correspondence files on passport matters. These other departments are authorized to destroy their records after two years in these schedules. The Passport Division of External Affairs, however, would have to make a special submission for authority to destroy its passport files since the issue of passports is the basic function of the Division.

## C. Retention Periods

These General Schedules, approved by the Dominion Archivist, authorize the destruction of common housekeeping records after the periods listed therein. *All authorities for destruction of records of any type granted before January 1, 1945, are cancelled.* The retention periods indicated in these schedules are applicable to most departments and agencies. Records may be retained for longer periods, but only where a clear requirement for such action can be justified. Destruction will normally follow automatically at the end of the stated retention period.

Except where otherwise indicated, the retention periods are given in years, but they do not necessarily correspond to the calendar year, January 1 to December 31. What is implied is simply a period of years which could be applied at any month of the year.



Where applicable in the schedules, for items with a long retention period, a recommendation is made concerning the place of retention of the record. "A" indicates that the record in its active life is to be stored in the active records office for the years indicated. "D" indicates that the record in its dormant life is to be stored in a dormant area, whether the area is a departmental records storage area or a records centre, for the years indicated. For example, "5 years A-2, D-3" means that the record should be retained five years in all, of which two years would be in an active records office and three years would be in a dormant storage area.

#### D. Records Location and Transfer

Since these General Schedules deal primarily with records of short-term retention, most of the records listed will be destroyed within two years or less. Within such a short lifetime, it is usually not worthwhile transferring records from active to dormant areas. For those records, however, which have a lifetime of longer than two years there should always be a transfer from the active records areas to dormant storage, and the time for this transfer should be clearly indicated on the schedule.

Under the terms of the Public Records Order, the Dominion Archivist provides economical records centre storage facilities in Ottawa and other major centres. Departments are encouraged to use these facilities, complying with the Public Archives policies and directives.

Departments or agencies may transfer records to another federal department or agency, or within the same department, or to the Public Archives and its Records Centres without formal authority for such a transfer. Departments or agencies may not transfer records outside the custody of the federal government, whether to provincial governments, individuals or private organizations, without having authority for such transfer from the Dominion Archivist.

#### E. Records Duplication

There are several areas of duplication which records management personnel should consider when scheduling records or applying records schedules. Departments and agencies may destroy duplicate copies of records whenever these duplicates have served the administrative purposes for which they were created (Order in Council 1966-1749). A major type of duplication arises from departments and agencies preparing statistics, reports and other types of issuances which are distributed widely to many other departments. The issuing department must make a submission before destroying records of this kind, but receiving departments need not do so.

The line department or agency should also consider the types of records which are duplicated in central agencies. For convenience, a number of these central agencies and some typical centralized records are listed below:

Consumer and Corporate Affairs Department	Records of patents, copyrights, incorporation of companies, and trademarks.
Supply and Services Department	Documentation of the requisitions for printing; office supplies; stationery and forms; office furniture and equipment.
Statistics Canada	Statistical records of undertakings, and operations of many departments.
External Affairs Department	Records of the application for, and issue of passports by the Passport Office.
Supply and Services Department - Superannuation Division	Records concerning federal government employees' pension rights.
Labour Department - Accident Prevention and Accident Compensation Divisions	Records of workmen's compensation in the federal government. The various provincial governments also maintain an extensive documentation of each compensation case.
National Health and Welfare Department	Records of medical examinations and other medical documents for public servants.
Privy Council Office	Orders in Council.
Public Service Commission	Incentive Award Board records, manpower inventories, etc.
Public Works Department	Records of space.
Treasury Board	Treasury Board Minutes.

Another type of duplication arises through the necessity of keeping different headquarters branches, divisions and offices of one department informed of the activities of the department. The branch or division assigned major responsibilities for an operation should maintain its records for the required period. Other branches maintaining duplicate copies for convenience or reference should destroy their duplicates as soon as the requirement for the record ceases. Departments should control the accumulation of small "office registries" composed entirely of duplicate material since, at the time of disposal, these duplicates raise the ugly question "are there originals mixed in with the duplicates?".

Another area of duplication, even triplication, occurs through the existence of field, district or regional offices in many departments. These field offices keep duplicate records for their own purposes, but often these records are completely duplicated at headquarters. In this instance the field records should be destroyed as soon as their administrative value ceases. However, because of departmental decentralization of responsibilities to field, district or regional offices many records are not duplicated at headquarters and therefore become the originals. These records must then be scheduled and treated in the same fashion as those at headquarters. Departments should issue a statement of policy to this effect.

Originators of correspondence, forms or other types of records could help to reduce the unnecessary retention of duplicate copies by indicating on the duplicates that they are copies, and that they should be destroyed when their usefulness is ended.

#### F. Historical Records

There are some records which may be of historical value after their administrative value expires. These records properly belong in the Public Archives of Canada. Records personnel could assist the Public Archives materially by watching for types of records in which the Archives might be interested, and segregating these records for transfer to the Archives after their administrative value expires. For the definition of historical values see the appropriate appendix.

In these General Schedules the archival interest has been indicated in two ways:

- (i) by a statement that after expiry of the retention period indicated the records should be transferred intact to the Archives Branch of the Public Archives for permanent retention or
- (ii) through a statement that after expiry of the retention period the Archives Branch of the Public Archives should have an opportunity to examine the records to select certain ones for retention.

This second technique is called "selective retention". The authority for destruction exists, but the Public Archives wishes to make a selection from the records involved before the authority is applied.

## G. Benefits of Scheduling

The application of these schedules will ensure that only active records are kept in high-cost office space and equipment, and the temporary, the worthless, the short-term record is eliminated through outright destruction or through transfer to economical storage areas. Proper scheduling cannot help but raise the overall value of the records being maintained in the active areas. In the federal government it is obvious that volume of records is often mistakenly used as a yardstick to gauge the quality and activity of records. Volume of records alone should not be the criterion used for establishing staff, equipment and space requirements. It may be one of several major factors to consider, but volume in excess usually indicates only one thing - poor records management.

## H. Records Destruction Reporting

Each department, including its field offices, shall keep an accurate record of the volume, expressed in cubic feet, of records which it destroys each fiscal year. Such information should be readily available, for records program planning purposes, to departmental administrative personnel, as well as to any government-wide organization active in the field of government records. This information is required to be reported annually by fiscal year by the Records Manager to the Director, Records Management Branch, Public Archives of Canada, Ottawa, Ontario. For further details, see the appendix "Procedures for the Disposal of Records".

## I. Application of Schedules

Departments and agencies can apply these or any other schedules with a minimum of labour and inconvenience by using well-established scheduling techniques. Most of these techniques are geared to proper records classification.

Any good arrangement of records will provide for the separation, from the time of creation, of the permanent or long-term record from the temporary or short-term record. There are several methods of such separation, the best known of which is probably cutting-off, or breaking the file. This "cut-off" (or "break" as it is known) can be achieved in several ways.

One technique is simply that of having separate policy and routine files for significant subjects. The policy file grows slowly, is cut off infrequently and has a longer retention period than the routine file. The routine file usually expands rapidly, is cut off (or closed off) regularly, transferred to storage areas and destroyed after a relatively short period of time. The cut off can be based upon a period of time such as a calendar or fiscal year, or on the completion of an action or an event such as the settlement of a court case or the disposal of a piece of property or equipment.



For subjects in which new volumes are created frequently, the files can be broken not only by year but also by volume number within that year. For example, for any given subject the volumes will be arranged numerically within each year. When the schedule is being applied there will be no need to remove some papers from a file and retain the others. If the volume number contains the year, e.g. volume 1 of 1968, expressed as 1/68 or 1(68), then all records are immediately identified as to year. Commonly, individual volumes of files span a period of more than one year. In these cases departments normally indicate the dates covered either by the use of a code or through stamping on the file jacket the first and last years covered. If a record has a two year retention period in an active records area, any closed volume is immediately identified and removed for destruction or for transfer to a storage area. There is no time wasted in checking files for date coverage, or in re-arranging volume numbers.

The important point about any schedule is that it should be arranged to eliminate entirely weeding, stripping or reviewing files before they are retired. Such weeding is almost always unjustified because of the large expense in man hours.

#### J. Arrangement of the General Schedules

The attached schedules are divided into five large groups of records:

Schedule 1. Administration

Schedule 2. Buildings and Properties

Schedule 3. Equipment and Supplies

Schedule 4. Finance

Schedule 5. Personnel

Each of these schedules has a foreword which defines the schedules, what is and what is not included, as well as giving details of probable areas of duplication of records. Within each schedule the major subjects are arranged alphabetically and sub-divided, where applicable. Opposite each subject there is a description where necessary of the type of record involved. For some entries there is in addition a note about recommended ways of filing. In the "Retention Period and Remarks" column, many entries are designated for consultation with the Public Archives of Canada for selective retention. Records Managers are advised to ensure that departmental staff applying these schedules keep this in mind.

An alphabetical index of subjects and cross-references has been included in this publication. The index gives headings under which various types of records will be found as well as the schedule number. Further identification is unnecessary since each schedule is arranged alphabetically internally.



## II

### GENERAL SCHEDULES





## Schedule 1

### ADMINISTRATION

Schedule 1 reflects the administrative services of the various departments or agencies. The Administration Branch, as well as other branches of a department will also be interested in records relating to Buildings and Properties, Equipment and Supplies, Finance and Personnel. Separate schedules have been provided for these latter categories.

The Administration Schedule includes such large records areas as: associations and societies; campaigns and canvassing; committees, boards, etc.; the various means of communications; circulars, directives and orders; library and information services; office and management services; transportation; security; visits, tours and itineraries, etc. There are many smaller holdings included in this schedule as well.

Doubtless there will be some duplication between those records maintained in the Administration Branch and those records used by other branches and divisions or in district, field or regional offices of any one department. Duplicate records maintained at other levels should be destroyed when they have served their purpose.

Cases may arise in which the retention period will not be sufficient for individual circumstances. In such cases the records could be retained for an additional length of time sufficient to satisfy the departmental needs.



## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
General		Miscellaneous and routine matters not covered in this schedule	
		Policy Routine	5 years    A-2, D-3 2 years
Accidents (Personnel - See Personnel Schedule)	Aircraft, explosives, railway, ships	Policy Routine	5 years    A-2, D-3 2 years Before disposal consult the Public Archives of Canada for selective retention
		Individual accidents whether or not claim or liability involved	2 years after settlement of claim or release  Before disposal consult the Public Archives of Canada for selective retention
	Vehicles, equipment, etc.	Policy Routine	5 years    A-2, D-3 2 years
		Individual accidents whether or not claim or liability involved	2 years after settlement of claim or release
Acts and Legislation	General	Provincial, territorial or foreign	3 years
	Individual Federal Bills, Acts and statutory orders and regulations	Correspondence, working papers, etc. leading to their preparation and amendment	Department or agency primarily concerned 5 years after enactment. Before disposal consult the Public Archives of Canada for selective retention A-2, D-3  Other departments 3 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Acts and Legislation (Cont'd)	Orders-in-Council, Cabinet directives and Treasury Board Minutes		1 year after super- seded, obsolete or action completed  Originals, Privy Council and Treasu- ry Board - Transfer to Public Archives of Canada when no longer required
Agreements (Financial - See Finance Schedule)	General	Federal, provincial, territorial or foreign	1 year after super- seded. Before dis- posal consult the Public Archives of Canada for selective retention
Appreciation, Condo- lences, Congratula- tions and Greetings		Special occasions, holidays, congra- tulations to royalty etc.	1 year
Associations, Clubs, Federations, Institutes, Leagues, Orders and Societies		Policy, procee- dings, minutes, annual reports, financial state- ments, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective re- tention
		Records of incor- porations, annual statements, share- holders, etc.	Consumer and Cor- porate Affairs - Before disposal consult the Public Archives of Canada for selective retention
		Routine correspon- dence including memberships, social functions, invita- tions, subscrip- tions, etc.	1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Badges, Emblems, Flags	Use, wearing or flying of badges, emblems, flags, insignia, coats of arms, crests, pennants, etc.	Policy Routine	5 years A-2, D-3 2 years Before disposal consult the Public Archives of Canada for selective retention
	For purchase and supply - See Equipment and Supplies schedule		
Bilingualism (Personnel Bilingualism - See Personnel schedule)	General	Policy, guidelines, objectives, etc.	
		Policy Routine	5 years A-2, D-3 2 years
Boards and Courts of Inquiry	General	Fire, theft, loss, financial, legal, etc.	
		Major	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
		Minor	2 years
Books, Publications and Pamphlets		Compilation and editing, printing and binding, sale and distribution of	
		Policy Routine	5 years A-2, D-3 2 years
		Individual publications	1 year after the publication appears or is cancelled
Briefings	By or to individuals on specific interests	Does not include petitions or collective briefs	1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks	
Cafeterias and Eating Facilities	General	Correspondence on hours of operation, equipment, space, sanitation, catering services, price lists, menus, vending machines, etc.		
		Policy Routine	5 years 2 years	A-2, D-3
Campaigns, Can- vassing and Soli- citing	Accounting		5 years	A-2, D-3
	General		2 years	
	Blood donor clinics		1 year	
	Charitable	United Appeal, etc.	1 year plus current campaign	
	Canada Savings Bonds		1 year plus current campaign	
Ceremonies and ce- lebrations		Laying of corner- stones, Remembran- ce Day ceremonies, inaugurations, etc.	2 years. Before disposal consult the Public Archives of Canada for selective retention	
Circulars, Direc- tives, Orders	General	Departmental admin- istrative and operating orders, circular letters, directives, regula- tions, etc.	1 year after super- seded or redundant	
Committees, Boards Panels, Conferen- ces, Symposia, Meetings, etc.	General	Correspondence on agenda, notices, minutes of meetings, proceedings etc.		
		Routine	1 year	
		Other	For departments primarily responsi- ble for the organi- zation, 5 years	A-2, D-3

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Committees, Boards (Cont'd)			Before disposal consult the Public Archives of Canada for selective retention
			For departments associated with, but not primarily responsible for the organization, 2 years
Communications	General	Policy Routine	5 years      A-2, D-3 2 years
	Codes and cyphers	Policy Routine	5 years      A-2, D-3 2 years
		Individual codes and cyphers	2 years after superseded or obsolete
	Radio and radio systems	Policy Routine	5 years      A-2, D-3 2 years
	Telephone, telegraph, teletype, intercommunications systems, etc.	Policy Routine	5 years      A-2, D-3 2 years
		Duplicates of messages	6 months
	For installations - See Buildings and Properties schedule		
Complaints		Letters of	1 year
Co-operation and Liaison		Co-operation and liaison with foreign, provincial territorial and municipal governments and other federal government departments or agencies	5 years      A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks	
Corporations, Companies and Firms	For most subjects see under subject concerned, e.g. Contracts	Routine correspondence, solicitations brochures, pamphlets inquiries, statements, etc.	1 year	
Correspondence Management		Correspondence procedure, quality and production control, use of form and guide letters, signing authority, channels of communication etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
Cultures and Customs (See also Bilingualism)	Doukhobors, Mennonites, Indians, Metis, etc.	Policy	5 years	A-2, D-3
		Routine	2 years	
			Before disposal consult the Public Archives of Canada for selective retention	
Data Processing Services		Automatic, electronic, etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
Drafting Services	See Office Services			
Duplication and Reproduction Services	See Office Services			
Emergency Measures	General	Policy	5 years	A-2, D-3
		Routine	2 years	
	Civil defence	Memoranda, minutes exercises, information kits, instructions, wardens, etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Emergency Measures (Cont'd)	Demonstrations and riots	Civil power aid	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
	Disasters	Floods, fires, avalanches, train wrecks	5 years A-2, D-3 Before disposal con- sult the Public Archives of Canada for selective retention
	Evacuation	Of personnel, dependents in the event of floods, fires, war, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
	National survival	Policy Routine	5 years A-2, D-3 2 years
Forms Management		Analysis, design and control, iden- tification, authori- zation, etc; preparation and physical characte- ristics of forms	
		Policy Routine	5 years A-2, D-3 2 years
		Individual func- tional files	When superseded or obsolete
	For procurement of forms - See Equip- ment and Supplies schedule		
Gifts and Donations		Other than finan- cial, excludes campaigns and canvassing	2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Historical Matters		Records outlining the growth and activities of departments and agencies	5 years A-2, D-3 Transfer to the Public Archives of Canada
Information Services	General (public relations and publicity)		3 years Before disposal consult the Public Archives of Canada for selective retention
	Advertising	Newspaper, radio television, etc.	
		Policy Routine	5 years A-2, D-3 2 years
	Articles, manuscripts		1 year after the article etc. appears
	Biographies	For publicity and information purposes	2 years. When obsolete, before disposal consult the Public Archives of Canada for selective retention
	Books and publications	See Books and Publications	
	Exhibits, fairs and exhibitions	Where a department has a major exhibit project e.g. abroad and has prime responsibility for the exhibit	2 years after completion. Before disposal consult the Public Archives of Canada for selective retention
		Other	1 year
	Inquiries, queries, or requests from the public	For photographs, publications, etc.	6 months or return original request to the sender attached to the publication

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks
Information Services (Cont'd)	Lectures and lecturers	Speeches and addresses, arrangements for speakers, invitations etc.	1 year
	Motion pictures, films and slides	Correspondence, scripts, etc.	
		Policy	5 years A-2, D-3
		Routine	2 years
		Individual films, etc.	2 years after production or cancellation of the film
	Newspapers, newsletters and magazines	Including subscriptions	1 year
	Photographs and photography	Other than requests for	2 years
	Posters	Preparation and printing	1 year after printing. Before disposal consult the Public Archives of Canada for selective retention
	Press clippings		1 year
	Press releases		2 years Before disposal consult the Public Archives of Canada for selective retention
	Radio and television broadcasts	Arrangements, preparation of scripts and individual scripts	2 years Before disposal consult the Public Archives of Canada for selective retention
		Routine	1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
International Affairs and Relations	General, commis- sions, missions, pacts and treaties		5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
Inventions, Patents and Copyrights	General	Acquiring of patent rights, patent licences and assign- ments, permission to use copyright material	
		Policy	5 years A-2, D-3
		Routine	2 years
		Patented	3 years after expiry of patent
		Rejected	3 years
Investigations	General	Fire, theft, loss, financial, legal, etc.	
		Major	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
		Minor	2 years
Legal Matters (Not legal documents)	Routine correspon- dence		2 years
	Decisions, rulings and opinions		5 years after superseded or obsolete A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Legal Matters (Not legal documents) (Cont'd)	Powers of Attorney, Commissions of Office such as Notaries-Public etc.		1 year after expiry or obsolete
Library Services	Administration of	Policy Routine	5 years A-2, D-3 1 year
	Books and publications	Procurement and requests	2 years
	Newspapers and periodicals	subscriptions	1 year
	Recordings		2 years
	Slides and film-strips		2 years
Licences, Passes and Permits	Licences and permits	Policy Routine	5 years A-2, D-3 1 year
		Specific licences and permits issued to or by departments	1 year after expiry or obsolete
		Parking passes, permits, tickets, etc. issued to or by departments	6 months after expiry or obsolete
	Passes	Admission privileges	6 months after expiry or obsolete
Mail and Postal Services	General	Bulk payment system, liaison with the Post Office Department, etc.	
	Mailing addresses and lists	Policy Routine	5 years A-2, D-3 2 years
			6 months or when superseded or reduced to machine operations

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Mail and Postal Services (Cont'd)	Registers and registration	Registers of freight, express, mail, telegrams, receipts, depart- mental and Post Office Department mail registration forms, etc.	1 year
Management Services	Correspondence on time studies, procedural analysis, process and flow charts, office sur- veys, management information systems, performance measu- rement systems, etc.	Policy	5 years A-2, D-3
		Routine	2 years
	Reports of a major nature		5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
Maps, Charts and Photographs	General	Production and reproduction	2 years
		Requests for and distribution of	6 months
Office Services	General and inter- nal office procedu- res and services	Policy	5 years A-2, D-3
		Routine	1 year
	Drafting services	Policy	5 years A-2, D-3
		Routine	2 years
		Individual drafting items	1 year after draf- ting is completed
	Duplication and reproduction services	Policy	5 years A-2, D-3
		Routine	2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Office Services (Cont'd)		Requisitions	6 months
	Secretarial and stenographic services		1 year
	Typing and transcri- bing services		1 year
Organization		Policies, procedu- res, functions, responsibilities, boundaries, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
		Routine	2 years
Parliament	Inquiries	Tabled material, returns to addres- ses, orders for returns, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
	Royal Commissions	Commission documents	Transfer to the Public Archives of Canada after comple- tion of the work of the commission
		Departmental records	5 years after the completion of the work of the commis- sion. A-2, D-3 Before disposal consult the Public Archives of Canada for selective re- tention
	Other Commissions	Ministerial level, departmental, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks
Plans and Programs		Policy Routine	5 years A-2, D-3 2 years
Politics	Elections	Federal, provincial and other governmental organizations, including ballot papers, election accounts, policy re elections, etc.	Retain records of previous election only
Records Management	General	Policy Routine	5 years A-2, D-3 2 years
	Disposal and scheduling	Policy Routine	5 years A-2, D-3 2 years
	Disposal and scheduling authorities	Treasury Board Minutes, Public Archives of Canada Authorities, attached records schedules and lists of individual files destroyed in the case of submissions with no continuing authority	
		Authorities	Until superseded or amended
		Lists and indices of files destroyed	10 years after files destroyed, transfer to Archives Branch, Public Archives of Canada
Regulations	Indices and registers		Consult the Public Archives of Canada
	Acts and legislation	See Acts and Legislation	
	Administrative	See Circulars, Directives and Orders	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Reports and Statistics	General	See under the specific subject(s) of the report, as well as below	
	Annual (depart- mental) report	Drafts, supporting documentation and correspondence	1 year after publi- cation of report. Before disposal consult the Public Archives of Canada for selective retention
	Other reports	Weekly, monthly, etc., of a routine nature	3 years or when superseded by a cumulated report
	Intelligence reports	Military, criminal	3 years. Before disposal consult the Public Archives of Canada for selective retention
		Post reports from abroad	For departments primarily concerned 3 years. Before disposal consult the Public Archives of Canada for selective retention
	Statistics	Miscellaneous	Other departments 1 year or when super- seded or obsolete  5 years      A-2, D-3
Secretarial and Stenographic Services	See Office Services		
Security	General	Policy Routine	5 years      A-2, D-3 2 years
	Breaches		6 months
	Clearances	Documents and papers	2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Security (Cont'd)		Personnel - Policy - Routine Individual security clearance files	5 years A-2, D-3 2 years
		Negative (clearance granted)	3 years after employee separates from the department
		Positive (clearance not granted)	5 years after employee separates from the department
		Visits and visitors	1 year
	Communications	Policy Routine	5 years A-2, D-3 2 years
	Identification methods	Fingerprinting, "I" cards and passes	
	Industrial	Policy Routine	5 years A-2, D-3 2 years
		Policy Routine	5 years A-2, D-3 2 years
	Information	Exchange and release of	
	Physical	Policy Routine	5 years A-2, D-3 2 years
		Buildings, grounds, equipment, guards and Corps of Commis- sionnaires	
		Policy Routine	5 years A-2, D-3 2 years, or 1 year after requirement ceases
	Regulations and orders		When superseded or revoked
	Reports and returns	Inspections, sur- veys, etc.	5 years A-2, D-3

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Security (Cont'd)	Subversive activities	Sabotage, espionage, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
Translation Services			1 year
Transportation/ Travel	General	Air, rail, road and water	
		Policy	5 years A-2, D-3
		Routine (arrangements for tickets, passage; fares and tariffs, etc.)	1 year
	Baggage	Lost, damaged or unclaimed	1 year
	Effects	Air, rail, road and water	
		Policy	5 years A-2, D-3
		Routine	1 year
	Freight and express	Air, rail, road and water	
		Routine	1 year
		Rates, tariffs, schedules, etc.	When superseded or revoked
	Hotel reservations	Confirmations, reservations, telegrams, etc.	6 months
	Motor	Department owned, privately owned, taxi services	
		Policy	5 years A-2, D-3
		Routine	1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Transportation/ Travel (Cont'd)	Personnel	Air, rail, road and water	
		Policy Routine	5 years      A-2, D-3 1 year
Typing and Trans- cribing services	See Office Services		
Visits, Tours and Itineraries	General	Policy Routine	5 years      A-2, D-3 1 year
	Routine itineraries		6 months
	Royal dignitaries and Heads of State		1 year after the visit. Before dis- posal consult the Public Archives of Canada for selec- tive retention
	Other dignitaries		1 year after the visit. Before dis- posal consult the Public Archives of Canada for selec- tive retention

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



## Schedule 2

### BUILDINGS AND PROPERTIES

Schedule 2 covers certain specific, easily-defined records areas. Departments and agencies establish their accommodation requirements in lands and/or buildings. They acquire such accommodation through purchase or rental of existing buildings and lands or through construction of new buildings. They allocate space. They alter and develop accommodation to suit their needs. They maintain and service. Finally, when they no longer require these properties, they dispose of them by sale, by transfer or by terminating leases. Records of certain services or facilities also belong in this schedule. These would include records of the installation of major utility services such as plants for heating and lighting, communications systems, water and sewerage networks and so on.

One central agency, the Department of Public Works, is entrusted with large responsibilities in this area. Therefore, a certain amount of duplication of records holdings is inevitable between an individual department and the Department of Public Works. Some departments perform part or all of these operations. Consequently, the Department of Public Works has complete records in some areas, partial records in others and little documentation at all in the remainder.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases the record could be retained for an additional length of time sufficient to satisfy the departmental needs.



## Schedule 2

## BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks	
General		Miscellaneous and routine matters not covered in this schedule		
		Policy Routine	5 years 2 years	A-2, D-3
Accommodation	General	Current and future planning and requirements; plans for expansion; allocation of space, offers of space, etc.	3 years	
	Reports and statistics	Monthly, weekly, status, etc.	3 years	
Accounting and Inventories	Real property, inventories, property record cards, etc.	Policy Routine	5 years 2 years	A-2, D-3
Buildings	General	Policy Routine	5 years 2 years	A-2, D-3
	Acquisition through lease, purchase, rental, or transfer	General correspondence on policy, regulations, offers of buildings for lease, purchase or rentals, investigations of buildings, reports, etc. excluding legal documents		
		Policy Routine	5 years 2 years	A-2, D-3
	Addresses and locations			When superseded or obsolete
	Alterations and repairs	Minor - under \$1000		1 year after completion or cancellation
		Major - \$1000 or over		3 years after completion or cancellation

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 2

## BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks
Buildings (Cont'd)	Construction - General	Requirements, preliminary discussions and investigations	5 years after completion of structure A-2, D-3  Consult the Public Archives of Canada for selective retention
	- Arrangements and consultant services	Tenders; discussions with architects, contractors and suppliers about costs, building materials, sub-contractors, completion dates, progress reports, etc.; inspection and takeover	3 years after takeover. Consult the Public Archives of Canada for selective retention
	- Cancelled projects		2 years after cancellation
	Damages	General correspondence and reports of the investigation into the damage (where claims are involved, see Finance-Claims) Minor-under \$1000	1 year after investigation completed
		Major-\$1000 or over	3 years after investigation completed
	Disposal of	Sale, transfer, expiry of lease etc., excluding legal documents Routine	3 years after sale, transfer or expiry of lease
	Elevator services	Routine	1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Buildings (Cont'd)	Fires, fire prevention and protection	Regulations, fire drills, precautions, automatic sprinklers and alarm system, etc.	
		Policy	5 years A-2, D-3
		Routine	2 years
		Reports-major fires	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
	Legal documents	Reports-minor fires	2 years after report is made to the Dominion Fire Commissioner
		Purchase, transfer, sale, etc.	Original documents are transferred to the new owner.  Departmental copies are retained until of no further value Before disposal consult the Public Archives of Canada for selective retention
		Lease, rental, concessions	3 years after termination
	Maintenance	Char and janitorial arrangements, redecorating, etc.	1 year after completion
	Plans and specifications	Actual construction plans and specifications	
		Government-owned	Submit for destruction authority when obsolete

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Buildings (Cont'd)	Plans (Cont'd)	Leased	Submit for destruction authority when obsolete
		Routine correspondence-for minor structure worth less than \$5000	1 year
		Routine correspondence-for others worth \$5000 or over	3 years
	Protection	From fall-out, nuclear blast, warning devices (sirens), preventive measures and control of minor floods  See also Administration-Emergency Measures	3 years
Lands	General	Policy	5 years A-2, D-3
		Routine	2 years
	Acquisition through lease, rental, purchase or transfer	Offers, investigation of sites, surveys, etc., excluding legal documents	
	Development	Policy	5 years A-2, D-3
		Routine	2 years
	Disposal of	Grading of land, farming of land, reforestation, etc.	
		Policy	5 years A-2, D-3
		Routine	2 years
		Sale, transfer, expiry of lease, etc., excluding legal documents	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks
Lands (Cont'd)	Disposal of (Cont'd)	Routine correspondence	3 years after sale, transfer or expiry of lease
	Ditching and drainage		2 years
	Excavation		2 years
	Fencing		2 years
	Flood control	Preventive measures and control of minor floods	3 years
		For floods of a major nature see Administration-Emergency Measures	
	Historical sites and monuments		Transfer to the Public Archives of Canada after 5 years A-2, D-3
	Landscaping and gardening		2 years
	Legal documents	Purchase, sale, transfer	Original documents are transferred to the new owner.  Departmental copies are retained until of no further value. Before disposal consult the Public Archives of Canada for selective retention
		Lease, rental, rights of way, easements, concessions	3 years after termination

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Lands (Cont'd)	Lettings and concessions	Rights of way, easements, leases, concessions, etc. for Crown-owned lands by private corporations or persons; or privately-owned lands by the Crown, excluding legal documents	
		Routine correspondence	3 years after expiry of the right involved. Before disposal consult the Public Archives of Canada for selective retention
	Parking areas		2 years
	Recreation areas		2 years
	Roads, streets, sidewalks and highways	Including snow removal	2 years
	Trespassing	Policy Routine	5 years A-2, D-3 2 years
Utilities	General	Policy Routine	5 years A-2, D-3 2 years
		Air conditioning and ventilation; refrigeration systems	Actual construction plans and specifications. Government-owned Submit for destruction authority when obsolete
		Leased	2 years after expiry or when obsolete
		Policy Routine	5 years A-2, D-3 2 years
		Installation of	2 years after installation

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Utilities (Cont'd)	Garbage disposal		2 years
	Gas	Actual construction plans and specifications. Government-owned	Submit for destruction when obsolete
		Leased	2 years after expiry or when obsolete
		Policy Routine	5 years A-2, D-3 2 years
		Installation of	2 years after installation
	Hydro power	Actual construction plans and specifications. Government-owned	Submit for destruction authority when obsolete
		Leased	2 years after expiry or when obsolete
		Policy Routine	5 years A-2, D-3 2 years
		Installation of	2 years after installation
	Lighting	Actual construction plans and specifications. Government-owned	Submit for destruction authority when obsolete
		Leased	2 years after expiry or when obsolete
		Policy Routine	5 years A-2, D-3 2 years
		Installation of	2 years after installation

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Utilities (Cont'd)	Plumbing and heating	Actual construction plans and specifications. Government-owned	Submit for destruction authority when obsolete
		Leased	2 years after expiry or when obsolete
		Installation	2 years after installation
	Telecommunications installations (telephone, intercoms, etc.)	Actual construction plans and specifications. Government-owned	Submit for destruction authority when obsolete
		Leased	2 years after expiry or when obsolete
		Policy Routine	5 years      A-2, D-3 2 years
		Installation of	2 years after installation
	Water and sewage	Actual construction plans and specifications. Government-owned	Submit for destruction authority when obsolete
		Leased	2 years after expiry or when obsolete
		Policy Routine	5 years      A-2, D-3 2 years
		Installation of	2 years after installation

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## EQUIPMENT AND SUPPLIES

Schedule 3 documents the functions of requisitioning, procuring, issuing, maintaining and repairing equipment and supplies, keeping inventories, and arranging disposal or "write-off" of any obsolete or surplus materials. The key aspect of this section is procurement. Procurement files normally include requisitions, contract demands, tenders, purchase and local purchase orders, invoices and routine correspondence.

This schedule deals with the official records used by the Purchase Branch of each department or agency, not with the many duplicate records retained by other branches, smaller divisions and sections for their own current reference convenience. Where such duplicates exist, they should be considered to be and treated as duplicates, which means they may be destroyed without any specific authority as soon as the requirement for them ceases.

The retention period for most of the items in this schedule is short. Once a department has secured the material desired, it has little further administrative interest and seldom refers to the record. Thereafter, the record itself becomes basically a financial or legal tool, of interest as part of the payment process, to the departmental financial or accounts branch. After the financial and accounting aspects have been completed the record should be destroyed.

There is an overlapping duplication of records in this schedule in several ways:

1. Payment records for equipment and supplies are used by the financial offices and their retention periods are described in the Finance Schedule 4.
2. The purchasing and procurement department keeps records which partly or wholly duplicate the individual departmental records.
3. Within the departmental Purchase Branch itself there is usually some duplication of records filed in various ways, i.e. by serial number, by contract or supplier, by requisitioning office, etc. This is necessary for a short time only, perhaps one year or less, but one set should be retained for the retention period suggested.
4. Divisions and branches of departments normally retain reference copies until their requirements are filled. These copies should be destroyed as soon as the goods or services are received or rendered.

However, certain records such as the contract or the claim must be retained elsewhere for some longer period. This occurs mainly for payment and fulfilment purposes or from non-fulfilment of the contract, or from an accident to which representatives of the Crown were parties. These types of records belong in the Finance Schedule.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases, the record could be kept for an additional length of time sufficient to satisfy departmental needs.





Subject Group	Subject	Description	Retention Period and Remarks
General		Miscellaneous and routine matters not covered in this schedule	
		Policy Routine	5 years    A-2, D-3 2 years
Accounting and Inventories		For stocktaking, issue, transfer and disposal of equipment	1 year after superseded or obsolete
Aircraft	Individual aircraft		5 years after disposal of aircraft A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
	Inspection of		1 year after last inspection
	Procurement of	Policy Routine	5 years    A-2, D-3 2 years
Arms and Armament		Weapons of all types	
		Policy Routine	5 years    A-2, D-3 2 years
Automation	See Data Processing		
Aviation Supplies		Policy Routine	5 years    A-2, D-3 2 years
Badges, Emblems, Crests, Flags, etc.	Procurement, purchase and issue	Policy Routine	5 years    A-2, D-3 2 years
Building Materials	Procurement, purchase and issue of lumber, hardware, etc.	Policy Routine	5 years    A-2, D-3 2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 3

## EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
Catalogues, Manuals, Price Lists			When superseded or obsolete
Clothing	Procurement, purchase and issue of clothing, uniforms, smocks, etc.; cleaning and laundering	Policy Routine	5 years      A-2, D-3 2 years
		Supply, records of issue	3 years
		Dress regulations, change of uniforms, etc.	5 years      A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
Condemnation and Destruction	See Disposal and Surplus		
Data Processing	Procurement, purchase and issue of computers, magnetic tapes, disks, drums, etc.	Policy Routine	5 years      A-2, D-3 2 years
Disposal and Surplus	General		1 year after surplus declaration to Crown Assets Disposal Corporation
	Condemnation and destruction		1 year after disposal
	Write-offs		1 year after disposal
Drawings and Specifications		Policy Routine	5 years      A-2, D-3 2 years
		Individual drawings and specifications	When superseded or obsolete

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks	
Educational	Procurement, purchase and issue of educational and training equipment and supplies	Policy Routine	5 years 2 years	A-2, D-3
Foods	Procurement, purchase and issue of food items	Policy Routine	5 years 2 years	A-2, D-3
Forms	Procurement and issue of forms		1 year	
Fuels	Procurement, performance, supply, etc. of heating and motor fuels, natural gas, oils and lubricants, etc.	Policy Routine	5 years 2 years	A-2, D-3
Furniture and Furnishings	Procurement, purchase and issue of household and office furniture and furnishings; beds and bedding, chairs, chesterfields, filing cabinets and security shells, drapes and venetian blinds, wall furnishings, etc.	Policy Routine	5 years 2 years	A-2, D-3
Issue	General and scales of issue	Policy Routine	5 years 2 years	A-2, D-3
Labelling	Cataloguing and identification		When superseded or obsolete	
Loans	Of equipment and supplies		1 year after return or disposal of equipment	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 3

## EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
Local Purchase Orders	See Procurement		
Maintenance and Repairs			2 years, or 1 year after disposal of equipment
Manufacture and Production		Policy Routine	5 years    A-2, D-3 2 years
Medical Supplies and Drugs	Procurement, purchase and issues	Policy Routine	5 years    A-2, D-3 2 years
Microfilming Equipment	Procurement, purchase and issue of film, readers etc.	Policy Routine	5 years    A-2, D-3 2 years
Office Appliances	Procurement and purchase of type-writers, calculating machines, tape recorders, etc.	Minor-under \$1000 per item  Major \$1000 per item or over	2 years  5 years    A-2, D-3
Photographic Equipment	Procurement, purchase and issue of cameras, film, etc.	Policy Routine	5 years    A-2, D-3 2 years
Prices	See Catalogues, Manuals, Price lists		
Procurement	General	Policy Routine	5 years    A-2, D-3 2 years
	Contracts, contract demands, purchase orders, tenders, progress reports, etc.		3 years after all action is completed
	Local purchase orders	Authorities, invoices, Notes of Credit, etc.	1 fiscal year
	Requisitions		1 year after requisition filled

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

## Schedule 3

## EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
Requisitions	See Procurement		
Sales			1 year after sale
Ships	Large	Powered launches, inspection, research, patrol and specialized vessels barges, tugs, etc.	5 years after disposal of vessel A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
	Small	Canoes and small boats	1 year after disposal of vessel
	Ocean-going, ice-breakers, etc	Includes drydocks	5 years after disposal of vessel A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
Standing Offer Agreements	Commodities or services available to government departments and agencies including the names of contractors, their addresses, and dates on which the offer expires	Policy	5 years A-2, D-3
		Individual agreements	When offer expires
Stationery	Procurement, purchase and issue of stationery items, such as paper, hand punches, address cards and other small office items		1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Surplus	See Disposal		
Technical Equipment (Other than those types already listed)	General	Airport equipment, firefighting apparatus, heating plants, hospital and medical equipment, life-saving equipment, navigational aids, scientific equipment, telecommunications equipment, ships' instruments, etc.	
		Minor-under \$1000 per item	2 years
		Major-\$1000 per item or over	5 years A-2, D-3 Before disposal of items \$5000 or over consult the Public Archives of Canada for selective retention
Vehicles	General	Routine correspondence, maintenance and repairs, operating instructions, procurement, etc.	3 years
	Individual	Log books, disposal of vehicle, etc.	1 year after disposal of vehicle
	Accidents-See Schedule 1		
	Registration and licences		When superseded or obsolete
Write-offs	See Disposal and Surplus		

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



## Schedule 4

### FINANCE

This schedule deals with the official financial records used by the Financial Branch of each department and agency, not with any duplicate financial documentation retained by other branches or smaller divisions and sections of the same departments and agencies for their own current reference convenience. Where such duplicate financial records exist, they should be considered to be and treated as duplicate copies of the original official records as discussed in the preface. Therefore, they may be destroyed without the requirement for a specific authority as soon as the need for their retention ceases.

The records covered by this schedule reflect the receipt, control and expenditure of public funds, and the departmental and agency activities exercised over these functions. The schedule includes such records as: accounts payable, accounts receivable, allotments, appropriations and disbursements, audits and auditing, claims, contracts, debts to and of the Crown, estimates, expense accounts, funds, grants, imprest accounts, banking operations, petty cash, financial ledgers and registers, cheques and cheque lists, and all types of pay matters as financial documentation.

The schedule includes salary and wages matters required by and from a personnel management viewpoint. It does not include the procurement of equipment and supplies operations which will be found in the Equipment and Supplies Schedule. However, it does cover the financial records of payments arising from the purchase of such equipment and supplies.

Cases may arise in which the retention period indicated will not be sufficient for some individual circumstances. In such cases, the record could be retained for an additional length of time sufficient to satisfy any particular or peculiar departmental or agency needs.

This schedule shall be regarded by the Department of Supply and Services as both a housekeeping schedule and an operational schedule for financial records.

Note: Where appropriate, the retention periods are in numbers of completed fiscal years over and above the current fiscal year. For the instances shown in months, the retention periods are for the number of months from the date of the creation of the records.



Subject Group	Subject	Description	Retention Period and Remarks
General	Miscellaneous	Subjects not shown elsewhere in the schedule	
		Policy	6 years A-2, D-4
		Routine	2 years
Accounts and Accounting	General	Appropriations, disbursements, etc.	6 years A-2, D-4
		Procedure and Policy	2 years
		Routine	
	Ledgers and registers	See under Ledgers and Registers	
	Statements	See under Statements	
	Suspense including ledgers	After transfer to the appropriate account	1 fiscal year
Accounts Payable (Expenditures)	General	Policy	6 years A-2, D-4
		Routine	2 years
	Invoices, Vouchers -		
	Commercial firms, suppliers, hospitals, etc.		6 fiscal years A-2, D-4
	Ledgers and registers	Expenditure: Imprest Account	6 fiscal years A-2, D-4
	Services rendered to the department	Advisory, professional, technical, etc., e.g. consultants, doctors, lawyers, nurses, etc.	6 fiscal years A-2, D-4
	Services to other departments		6 fiscal years A-2, D-4
	Statements	See Statements - Accounts Payable and Receivable	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Accounts (Cont'd)	Utilities	Light, power, telephone, telegraph, etc.	6 fiscal years A-2, D-4
	Vouchers (all)	Abstracts, bills of lading, cheque requisitions, con- tracts, credits to advances, facings, imprest accounts, progress payments, purchase orders and requisitions including local, refunds, removal and travel claims, travel warrants, etc.	6 fiscal years A-2, D-4
Accounts Receivable (Revenues)	General	Policy Routine	6 years A-2, D-4 2 years
	Credit notes and refunds	For return of goods and containers, etc.	6 fiscal years A-2, D-4
	Ledgers and registers	Including refund: Refund and Draw- backs Ledgers	6 fiscal years A-2, D-4
	Statements	See Statements - Accounts Payable and Receivable	
	Vouchers (all)	Bills, credits, official receipts, receipt forms, sales slips, etc. from all sources including accounts recoverable from concessions, claims, fees, rentals etc.	6 fiscal years A-2, D-4
Agreements and Arrangements	General	Policy Routine	6 years A-2, D-4 2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Agreements (Cont'd)	Federal-provincial	Including ledgers	6 fiscal years A-2, D-4 Before disposal, consult Public Archives for selective retention
	Individual		6 years and/or 1 year after expiry or obsolete
Allotments	General	Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers		6 fiscal years A-2, D-4
	Vouchers	Transfers between primaries	6 fiscal years A-2, D-4
Allowances	General	Educational, foreign service, marriage, northern and isolated post, risk, subsistence, terminal, etc. Policy Routine	6 years A-2, D-4 2 years
	Entertainment		1 fiscal year
	Ledgers and registers	Family Allowance: War Veterans Allowance	6 fiscal years A-2, D-4
Audits and Auditing	General	Policy Routine	6 years A-2, D-4 2 years
	Reports	Including working papers	6 fiscal years A-2, D-4
Banks and Banking	General	Policy Routine	6 years A-2, D-4 2 years
	Exchange rate sheets	Bank of Canada	1 fiscal year
	Statements (and reconciliations)	Imprest Accounts	6 fiscal years A-2, D-4

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Banks (Cont'd)		Cheque Redemption Control Division	1 fiscal year
	Vouchers	Receipts, copies of transfers of funds, etc.	1 fiscal year
		Deposit slips	1 month
Bonding	Of employees		2 years
Budgets	General	Policy Routine	6 years A-2, D-4 2 years
	Individual	Departmental	6 fiscal years A-2, D-4
		Branch or Division	2 fiscal years
Cash Accounting	General	Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers	Cash Blotters: Cash Books: Cash Summa- ries Receipts Regis- ters: Wharfage Books	6 fiscal years A-2, D-4
		Cash control records	1 fiscal year
Cheques	General	Routine	2 years
	Actual cheques paid (i.e. cashed)	Including like instruments	6 years A-2, D-4
	Abstracts	Attached to suppor- ting vouchers	6 fiscal years A-2, D-4
		Other copies	1 fiscal year
	Bank statements and reconciliation	Imprest banking accounts	6 fiscal years A-2, D-4
	Election warrants		6 fiscal years A-2, D-4
	Lists (and trans- cripts) (all)	General lists	6 fiscal years A-2, D-4
		Cancelled cheques	1 fiscal year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks
Cheques (Cont'd)		Deposited to bank accounts	1 fiscal year
		Pay - See Pay - Lists	
		Returned cheques -	
		- subsequently cancelled	1 fiscal year
		- subsequently paid	6 fiscal years A-2, D-4
	Lost	Statutory declarations	1 fiscal year
	Receipts for		1 fiscal year
	Registers		6 fiscal years A-2, D-4
	Requisitions	See Accounts Payable - Vouchers	
	Returned	Undeliverable	Cancel after 6 months: then destroy after 6 years
Claims	Transcripts		6 fiscal years A-2, D-4
	Vouchers	Returned	1 fiscal year
	General	By and against the Crown	
		Policy Routine	6 years A-2, D-4 2 years
	Individual claim files whether settled or uncollectible	Case files resulting in recovery of debts due to and against the Crown finalized or approved for deletion by Treasury Board to amount of \$ 100	1 year after all action complete
		As above in excess of \$ 100 but not over \$1000	2 years after all action complete

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Claims (Cont'd)		As above over \$1000	6 years after all action complete A-2, D-4
Coding	General	Policy Routine	6 years A-2, D-4 2 years
Contracts	General	Agreements, accep- tances of tender, etc. Policy Routine	6 years A-2, D-4 2 years
	Individual contract files	Case files re. purchases, rentals, services, etc.  Less than \$1000  More than \$1000	6 years after comple- tion and non-renewal A-2, D-4 6 years after comple- tion and non-renewal A-2, D-4
	Ledgers and registers		6 fiscal years A-2, D-4
Credit	See Accounts Receivable		
Duties and Tariffs	General	Policy Routine	6 years A-2, D-4 2 years
	Customs, excise, exports, imports forms		2 years
Encumbrances	General	Policy Routine	6 years A-2, D-4 2 years
	Adjustments		1 fiscal year
	Individual F.E.s		1 fiscal year
	Ledgers and registers		1 fiscal year
	Transfers	Sub-allotment	1 fiscal year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Estimates	General	Policy Routine	6 years A-2, D-4 2 years
	Individual	Departmental Branch or Division	6 fiscal years A-2, D-4 2 fiscal years
Fees	General correspon- dence	Consultant, pro- fessional, etc. services Policy Routine	6 years A-2, D-4 2 years
	Individual	See Accounts Payable - Services rendered and Accounts Recei- vable - Vouchers	
Funds	General correspon- dence	Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers	See under Ledgers and Registers	
	Non-Public	Policy Flower, gift, etc. Routine	6 years A-2, D-4 2 years
	Schools	Policy Routine	6 years A-2, D-4 2 years
Grants	General correspon- dence	Policy Routine	6 years A-2, D-4 2 years
	Individual grant files	Case files Routine	6 fiscal years after final payment A-2, D-4
		Operational	Submit for disposal authority
Imprest Accounts	Ledgers and registers	See under Accounts Payable - Ledgers	
	Vouchers	See under Accounts Payable - Vouchers	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Insurance	General correspondence	Policy Routine	6 years A-2, D-4 2 years
Ledgers and Registers (See also under Ledgers and Regis- ters by the subject group)	General ledgers		6 fiscal years A-2, D-4
	<i>Specific by name</i>	<i>Not shown elsewhere</i>	
		Accounts Payable - See Accounts Payable	
		Accounts Receivable - See Accounts Receivable	
		Allotment - See Allotments	
		Allowance - See Allowances	
		Canadian Pension Commission	6 fiscal years A-2, D-4
		Cash - See Cash Accounting	
		Central Control of the Government of Canada	Permanent A-2, D-8 and transfer to Public Archives
		Contract - See Contracts	
		Encumbrance - See Encumbrances	
		Eskimo Loan	6 fiscal years A-2, D-4
		Establishment	6 fiscal years A-2, D-4
		Expenditure - See Accounts Payable Ledgers	
		Family Allowance - See Allowances	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Ledgers and Registers (Cont'd)		Federal-Provincial - See Agreements	
		Fishermen's Indem- nity Fund	Submit for disposal authority
		Harbour Dues	6 fiscal years A-2, D-4
		Holdback	6 fiscal years A-2, D-4
		Imprest Account - See Accounts Payable	
		Indian Land Sales and Timber Sales	Submit for disposal authority
		Indian Savings and Trust Funds	Submit for disposal authority
		Invoice	1 fiscal year
		Journal Vouchers - See Vouchers	
		Legal Payments Made Record	1 fiscal year
		Loans and Advances to Employees	3 fiscal years
		Loans and Invest- ments	6 fiscal years A-2, D-4
		Old Age Security	6 fiscal years A-2, D-4
		Open Accounts	6 fiscal years A-2, D-4
		Postage - See Postage Accounts	
		RCAF Treasury Account Cards	6 fiscal years A-2, D-4
		Refund: Refund and Drawbacks - See Accounts Receivable	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Ledgers and Registers (Cont'd)		Security Deposit	6 fiscal years A-2, D-4
		Soldier Settlement (W.W.I.)	6 fiscal years A-2, D-4
		Suspense - See Accounts and Account- ing - Suspense	
		Travel Advance - See Travel	
		Treasury Bills	Submit for disposal authority
		Trust	6 fiscal years A-2, D-4
		Veterans' Benefit	6 fiscal years A-2, D-4
		War Veterans' Allo- wance - See Allowances	
Pay (See also under PERSONNEL - Schedule 5)	Accounts	Retirement Fund (Individual)	1 year after death provided all estate matters settled
		Superannuation ope- ning balances January 1, 1954	Submit for disposal authority
	Allowances and deductions	RCMP authorization forms	6 fiscal years A-2, D-4
	Assigned pay	Documentation	6 fiscal years A-2, D-4
	Canada Savings Bonds	Pledges	2 fiscal years
	Cards	Earnings Records -	Destroy at age 70 or 1 year after death of employee

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Pay (Cont'd)		Complete pay record of employee service for Classified, Casual, Locally Engaged, Part-time, Prevailing Rate, Seasonal, Sessional employees.	
		<i>Annuity Ledger</i>	2 years after cessation of payment to the annuitant or heirs provided no action pending or anticipated
	Death Benefit	Requisitions for payment	6 fiscal years after final payment A-2, D-4
	Files	<i>Annuity</i>	3 fiscal years
		Service records benefit authorizations, life certificates and deduction notices (terminated files)	
		<i>Terminated Employees</i>	
		Documentation relative to class, salary and deductions	to conform with Appendix B
	Income Tax	T.4s and TP.4s	6 fiscal years A-2, D-4
	Lists	Deduction Remittance	2 fiscal years
		<i>Paylists -</i> Annuity Deduction	9 months

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks
Pay (Cont'd)		Cheque lists detailing salary cheques for a) Classified em- ployees (including living allowances)	6 fiscal years A-2, D-4
		b) Casual, Prevai- ling Rate, etc. em- ployees (where full Earnings Records Cards are maintained)	6 fiscal years A-2, D-4
		c) Where Earnings Records Cards either do NOT exist or do NOT contain all the information requi- red	54 years from the date of the pay period
		Deduction	9 months
		Superannuation and pension payment cheque lists	6 fiscal years A-2, D-4
	Payroll time summa- ries, controls and deduction authoriza- tions		6 fiscal years A-2, D-4
	Pension records	Locally engaged employees	Destroy at age 70 or 1 year after death provided no action pending or antici- pated
	Refund records	Individual	Destroy at age 70
	Salary warrants		6 fiscal years A-2, D-4
	Staff pay certifi- cates		2 fiscal years
	Statements	Annuitants earnings records	9 months

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Pay (Cont'd)		Cash gratuity	6 fiscal years A-2, D-4
		Earnings records	6 fiscal years A-2, D-4
Petty Cash			2 fiscal years
Postage Accounts	General	Including bulk payment system	
		Policy	6 years A-2, D-4
		Routine	2 years
	Ledgers and registers	Daily Records and Advance Accounts	1 fiscal year
Program Forecasts	General	Policy	6 years A-2, D-4
		Routine	2 years
	Individual	Departmental	6 fiscal years A-2, D-4
		Branch or Division	2 fiscal years
Receipts	General	For goods and ser- vices received, letters of acknowl- gement, lists, rou- tine individual receipts, etc.	1 fiscal year
Refunds	See Accounts Payable - Vouchers and Accounts Recei- vable - Credit Notes and Accounts Recei- vable - Ledgers		
Registers	See Ledgers and registers and by the subject group		
Regulations and Orders	General	Policy	6 years A-2, D-4
		Routine	2 years
	Re Individual payments		6 fiscal years A-2, D-4
Revenue	See Accounts Receivable		

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Signing Authority	General	Policy Routine	6 years A-2, D-4 2 years
	Lists		When superseded
Statements, Summaries and Reports	Accounting miscellaneous	Not otherwise provided for herein - Daily, monthly, quarterly, Yearly,	1 fiscal year 6 fiscal years A-2, D-4
		Published in the Public Accounts	2 fiscal years
	Accounts Payable and Receivable (Expenditures and Revenues)	Listings by vote, primary, sub-allotment, financial encumbrance, or establishment	
		Monthly Yearly	3 fiscal years 6 fiscal years A-2, D-4
	Bank	See under Banks	
	Pay	See under Pay	
Taxes	Federal, provincial municipal, other than income tax	Amusement, property, sales taxes, etc.  Policy Routine	6 years A-2, D-4 2 years
	Individual Accounts	See Accounts Payable and Accounts Receivable	
	General	Allocations, expenditures, etc.  Policy Routine	6 years A-2, D-4 2 years
Travel	Expense claims individual	Advances, requisitions, warrants, etc. re. mileage, removal, travel, etc.	6 fiscal years A-2, D-4

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Travel (Cont'd)	Ledgers and registers	Travel Advance	6 fiscal years A-2, D-4
Vouchers	Accounts Payable	See Accounts Payable	
	Accounts Receivable	See Accounts Receivable	
	Bank	See Banks	
	Cheque	See under Cheques - Abstracts - Vouchers	
	Journal and Journal Registers		6 fiscal years A-2, D-4
	Security Deposit Release Forms		1 fiscal year
	Stores issue		2 fiscal years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



## Schedule 5

### PERSONNEL

Schedule 5 covers records to the employment of members of the Public Service of Canada, the Canadian Armed Forces, and the Royal Canadian Mounted Police. In addition to the individual Personnel records, this schedule includes such subject areas as attendance, employment, establishments, leave and holidays, promotions and reclassifications, salaries and wages, training and development of staff, and working conditions.

This schedule deals with the official personnel records used by the Personnel Branch of each department or agency, not with the many duplicate records retained by other branches, smaller divisions and sections for their own current reference convenience. Where such duplicate records exist, they should be considered to be and treated as duplicates, which means that they may be destroyed without any specific authority as soon as the requirement for them ceases.

The Public Service Commission and Treasury Board have basic responsibilities in the field of personnel operations assigned to them by the Public Service Employment Act. In this field too, other central agencies have large responsibilities so that there is bound to be some overlapping and duplication of records maintained by the several different offices and the ordinary department or agency. This schedule does not include the records of these central agencies.

The retention periods for personnel files of individual public employees are covered by Appendix B. The retention requirements for individual pay records are shown in Schedule 4 - FINANCE.

Cases may arise in which the retention period indicated for the subject files relating to personnel will not be sufficient for individual circumstances. In such cases, the record could be retained for an additional length of time sufficient to satisfy the departmental or agency needs.





Subject Group	Subject	Description	Retention Period and Remarks	
General		Miscellaneous and routine matters not covered in this schedule		
		Policy	5 years	A-2, D-3
		Routine	2 years	
Accidents and Injuries	Personnel only: others see Administration schedule	Workmen's compensation, safety program, etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
		Individual cases	Other departments 3 years providing the Department of Labour has original or copies of pertinent documents	
Accreditations and Credentials		Policy	5 years	A-2, D-3
		Routine	2 years	
Allowances	See Finance schedule			
Appeals	See Staff Relations			
Appointments	Acting, permanent and term	Policy	5 years	A-2, D-3
		Routine	2 years	
	Honorary	Policy	5 years	A-2, D-3
		Routine	2 years	
			Before disposal consult the Public Archives of Canada for selective retention	
Attendance and Punctuality		Policy	5 years	A-2, D-3
		Routine	2 years	
		Registers, reports, etc.	3 months after fiscal year expires	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Bilingualism	General - See Administration schedule		
	Language identifi- cation and designa- tion of positions, language require- ments, language training replace- ments	Policy Routine	5 years    A-2, D-3 2 years
		Position files	1 year after super- seded or obsolete
Classification	Language training - See Training and Development		
	Challenges, conver- sion, audits and post audits, position analysis standards, holding positions, delegation of classi- fication authority, etc.	Policy Routine	5 years    A-2, D-3 2 years
		Position files	1 year after superseded or obsolete
Collective Bargaining	See Staff Relations		
Competitions and Examinations		Policy Routine	5 years    A-2, D-3 2 years
		Boards	2 years from board date
		Eligibility lists	1 year after expiry
	Recruiting - See Employment and Staffing		

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks	
Discipline	Boards or courts of inquiry, investigations, irregularities, etc. involving personnel	Policy	5 years	A-2, D-3
		Routine	2 years	
		Individual cases		
		- Negative results (not guilty)	2 years	
		- Positive results (guilty)	5 years	
Employment and Staffing	Staff - See Staff Relations			
	General	Policy	5 years	A-2, D-3
		Routine	2 years	
	Advertising of job openings		1 year	
	Applications		1 year	
	Corps of Commissioners, prevailing rates, professional, scientific, summer students, term (casual) etc.	Policy	5 years	A-2, D-3
		Routine	2 years	
	Programs	Co-operative programs with universities, colleges, etc., work experience, winter works, etc.		
Establishment	Recruitment	Policy	5 years	A-2, D-3
		Routine	2 years	
		Policy	5 years	
		Routine	2 years	
		Individual	3 fiscal years	

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Evaluation and Performance Review	See Manpower Planning - Performance Appraisal		
Exchanges, Loans, Secondments and Attachments			3 years after loan or exchange of personnel ceases
Grievances	See Staff Relations		
Health and Medical	General	Arrangements for medical, dental and health services	
		Policy Routine - First Aid, immunization, etc.	5 years    A-2, D-3 1 year
Honours and Awards	Decorations, medals, investiture, incentive award plan, long service, merit and outstanding achievement	Policy Routine	5 years    A-2, D-3 2 years
		Individual awards	3 years. Before disposal consult the Public Archives of Canada for selective retention
	Suggestions	Suggestions-both accepted and rejected. Primarily records of the Incentive Award Board	3 years for departments other than the Public Service Commission
Hours of Work and Overtime	General	Overtime authorization, reports of overtime performed, flexible hours, time off, etc.	
		Policy Routine	3 years 1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Income Tax	General	Policy Routine	5 years A-2, D-3 2 years
		Statements of per- sonnel exemptions and deductions TDIs	Retain latest one only
Inquiry		Letters of	1 year
Insurance	Personal	For public servants, members of the Royal Canadian Mounted Police, and the Armed Forces, including death benefit, hospital, life, medical, social security and other insurance	
		Policy Routine	5 years A-2, D-3 1 year
	Unemployment	Policy Routine	5 years A-2, D-3 1 year
Leave and Holidays	Annual, casual, furlough, maternity, overtime, retiring, sick, special, and other types of leave	Policy Routine	5 years A-2, D-3 1 year
		Leave forms	3 months after fiscal year expires
	Celebrations and holidays	Government obser- vance of	1 year
		DO NOT FILE APPLICATION FORMS ON INDIVIDUAL PERSONNEL FILES	
Manpower Planning	Manpower allocation, control, planning, requirements and utilization	Policy Routine	5 years A-2, D-3 2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Manpower Planning (Cont'd)	Career management	Career assignment programs, administrative trainees, executive, etc.	
		Policy	5 years A-2, D-3
		Routine	2 years
		Matters dealing with individuals to be placed on the individual personnel file	
	Inventories	Personnel inventory system, Data Stream etc.	
		Policy	5 years A-2, D-3
		Routine	2 years
		Individual positions	Until superseded or obsolete
	Performance appraisal	Appraisals and reviews, efficiency ratings and evaluations, probationary and notice periods	
		Policy	5 years A-2, D-3
		Routine	1 year
Nominal Rolls	Reports and statistics	Individual appraisals	3 years
			3 years
Oaths of Allegiance and Office			When superseded or obsolete
		Policy	5 years A-2, D-3
		Routine	1 year

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Passports and Visas		Routine correspondence, applications, etc.	2 years
Personnel Files		Individual	See APPENDIX B
Promotions and Reclassifications	General	Policy Routine	5 years    A-2, D-3 2 years
Recruitment	See Employment and Staffing		
Regulations and Directives	Personnel		When superseded or obsolete
Reports and Statistics			3 years
Retirements and Separations		Including dismissals, lay-offs, resigna- tions, retirements, etc.	
		Policy Routine	5 years    A-2, D-3 2 years
		Matters dealing with individuals to be placed on the indi- vidual personnel file	
Salaries and Wages (See also under FINANCE - Schedule 4)	Pay	General salary matters, including: salary warrants, staff pay deduc- tions, staff pay certificates, sta- tutory increases and revisions, acting or responsibility pay, pay stoppages, etc.	
		Policy Routine	5 years    A-2, D-3 2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.



Subject Group	Subject	Description	Retention Period and Remarks	
Salaries (Cont'd)	Pay (Cont'd)	Actual certificates, warrants, etc. See Finance-Schedule 4 under Pay  Earnings Records Cards See Finance-schedule 4  Paylists See Finance-schedule 4		
	Prevailing rates and casuals	Rates of pay, sta- tements of hours worked, etc.  Policy Routine	5 years 2 years	A-2, D-3
Scholarships, Fellowships, Bursaries, etc.		Policy Routine	5 years 2 years	A-2, D-3
Selection Standards		Policy Routine	5 years 2 years	A-2, D-3
Sports and Recreation			2 years	
Staff Relations	General	Employee-management relations and ser- vices; designated employees, strikes and work stoppages  Policy Routine	5 years 2 years	A-2, D-3

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Staff Relations (Cont'd)	Adjudication	Administration of grievance adjudication established under the Public Service Staff Relations Act; Public Service Staff Relations Board decisions; arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.	For Departments other than Treasury Board, Public Service Staff Relations Board and Public Service Commission
		Policy Routine	5 years A-2, D-3 2 years
		Individual cases	5 years after decision made or case withdrawn. Before disposal consult the Public Archives of Canada for selective retention
	Appeals and grievances	Policies, methods and procedures for handling appeals, complaints and grievances of employees	
		Policy Routine	5 years A-2, D-3 2 years
		Individual cases	3 years after appeal or grievance

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Staff Relations (Cont'd)	Collective agreements	Guidelines, inter- pretations; agree- ments by category	
		Policy Routine	5 years A-2, D-3 2 years
	Discipline	Individual agreements	1 year after expiry of agreement
		Misconduct, intoxi- cation, misuse of government property, etc.	
		Policy Routine	5 years A-2, D-3 2 years
		Individual cases	Time limit as stated in applicable agree- ment
		- Notice of disci- plinary action	OR destroy after 3 years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period
	Managerial and confidential exclusions	Casual, part time, managerial and confidential exclu- sions from collec- tive bargaining agreements, etc.	
		Policy Routine	5 years A-2, D-3 2 years
	Union relations	Use of employer's facilities, union dues, etc.	
		Policy Routine	5 years A-2, D-3 2 years

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks	
Studies, Surveys and Systems	Personnel management surveys, studies and systems	Policy Routine	5 years 2 years	A-2, D-3
		Individual studies	3 years after study has ceased or has been implemented. Before disposal consult the Public Archives of Canada for selective retention	
Superannuation	General	Policy Routine	5 years 2 years	A-2, D-3
Training and Development		Matters dealing with individuals to be placed on the individual personnel file		
		Administration of training functions and activities, training schedules, directives, plans, rotational training, etc.		
		Policy Routine	5 years 2 years	A-2, D-3
	Courses	Training courses in house and outside, reports, etc.		
	Language	Policy Routine	5 years 2 years	A-2, D-3
		Language training and training courses, nominations for language training, language knowledge assessment, testing and examinations, etc.		
		Policy Routine	5 years 2 years	A-2, D-3

All policy records as defined in paragraph I.A. (c) must be referred to the Archives Branch of the Public Archives of Canada.

Subject Group	Subject	Description	Retention Period and Remarks
Training and Development (Cont'd)	Language (Cont'd)	Matters dealing with individuals to be placed on the individual personnel file	
Transfers and Postings		Policy Routine  Matters dealing with individuals to be placed on the individual personnel file	5 years    A-2, D-3 2 years
Working Conditions		Sanitation, heating, lighting, etc.	2 years

### III

## APPENDICES





APPENDIX "A"

THE PUBLIC RECORDS ORDER

P.C. 1966-1749

AT THE GOVERNMENT HOUSE AT OTTAWA

FRIDAY, the 9th day of SEPTEMBER, 1966

PRESENT:

HIS EXCELLENCY

THE GOVERNOR GENERAL IN COUNCIL.

His Excellency the Governor General in Council, on the recommendation of the Secretary of State and the Treasury Board, is pleased hereby to revoke Order in Council P.C. 1961-212 of 16th February, 1961, and to make the annexed Public Records Order in substitution therefor, effective October 1, 1966.

Certified To Be A True Copy

Clerk of the Privy Council.

### Short Title.

1. This Order may be cited as the *Public Records Order*.

### Interpretation.

2. In this Order,

- (a) "department" has the same meaning as in the *Financial Administration Act*; and
- (b) "public records" means correspondence, memoranda or other papers, books, maps, plans, photographs, films, microfilms, sound recordings, tapes, computer cards, or other documentary material, regardless of physical form or characteristics, that
  - (i) are made or received by any department in pursuance of federal law or in connection with the transaction of public business,
  - (ii) are preserved or appropriate for preservation by that department, and
  - (iii) contain information on the organization, functions, procedures, policies or activities of that department or other information of past, present or potential value to the Government of Canada,

but does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of records preserved only for convenience of reference, working papers or stocks of publications or printed documents.

### Responsibilities of the Treasury Board.

3. Nothing in this Order shall be construed as restricting the authority and responsibility of the Treasury Board to exercise its functions in respect of general administrative policy in the public service and in particular to issue policy statements or guides aimed at the administrative improvement of records management in the public service of Canada, or assessing the effectiveness of any department or agency in these matters.

### Responsibilities of the Dominion Archivist.

4. With respect to public records in the custody of departments, the Dominion Archivist shall
  - (a) assess all proposals to destroy records and approve such of those proposals as he considers to be in the public interest;
  - (b) assess all proposals for the removal of records from the ownership of the Government of Canada and approve such of those proposals as he considers to be in the public interest;
  - (c) assess all proposals of departments for microfilming with particular regard to
    - (i) the appropriateness of equipment proposed,
    - (ii) the efficiency of the processing techniques to be employed,
    - (iii) the adequacy of the proposals regarding the preservation of public records,
    - (iv) the economies that might be obtained by using the central microfilming service for machine processing;
  - (d) from time to time review existing microfilming installations in the light of the factors listed in paragraph (c);
  - (e) assess, through periodical reviews of departmental practices,
    - (i) the adequacy of departmental records classification systems as a means of preventing loss within the holdings,
    - (ii) the extent to which the important policies and programs of departments are documented for future research, and
    - (iii) the extent to which records are segregated as to value and given adequate storage and handling in order to protect them from deterioration and from accidental and wartime destruction, and
  - (f) establish standards and issue guides to departments in respect of the matters described in this section.

5. With respect to public records in his custody, the Dominion Archivist shall classify, store and safeguard
  - (a) historical records no longer required by departments and transferred to the custody of the Public Archives; and
  - (b) records of defunct departments that have not been placed in the custody of some other department.
6. With respect to dormant records that are still the property of departments, the Dominion Archivist shall provide economical records-centre storage facilities and shall promote the use of such facilities.
7. In relation to the responsibilities set out in sections 4, 5 and 6, the Dominion Archivist shall
  - (a) prepare an annual report to the Treasury Board on the activities of departments in the field of records;
  - (b) submit reports to departments whenever he considers there is inadequacy in the management of their records;
  - (c) serve as Chairman of the Advisory Council on Public Records established by this Order;
  - (d) issue general schedules regarding the retention and disposal of records common to most departments (i.e. housekeeping records); and
  - (e) establish standards to assist departments to schedule the retention and disposal of their operational records, and approve or refuse to approve all such schedules.

#### **Responsibilities of Departments.**

8. (1) Each department shall
  - (a) designate an officer of the department who has a thorough knowledge of records management to act as Records Co-ordinator;
  - (b) submit to the Dominion Archivist any proposal to destroy records, other than those covered by existing schedules, or to remove records from the ownership of the Government of Canada;
  - (c) by May 1, 1969, submit for the approval of the Dominion Archivist retention and disposal schedules applying to all operational records; and
  - (d) when considering the possibility of using microfilm in the management of records, seek, at an early stage, the advice of the Dominion Archivist on equipment, techniques and possible economies, whether the department is conducting the study using its own resources, an advisory service or a consultant.
- (2) Where the Central Microfilm Unit of the Public Archives cannot provide suitable microfilm service to a department, taking into consideration economy and departmental program needs, the department may, in accordance with the *Government Contracts Regulations*, utilize commercial microfilm services on a service, rental or purchase basis.
- (3) No department shall destroy records or permit records to be removed from the ownership of the Government of Canada without the approval of the Dominion Archivist.

#### **Advisory Council on Public Records.**

9. (1) There shall be an Advisory Council on Public Records to which the Dominion Archivist may refer matters of policy and proposals for the destruction of records, whenever he considers that the experience of departments and the views of the academic community are specially relevant.
- (2) The Advisory Council on Public Records shall consist of
  - (a) the Dominion Archivist, who shall be Chairman; and

- (b) twelve other members, to be appointed by the Treasury Board on the recommendation of the Dominion Archivist, each for a term not exceeding three years, as follows:
  - (i) nine members from government departments and agencies, including the Treasury Board at all times, and
  - (ii) three members from outside the public service, one of whom shall be a representative of the Canadian Historical Association, one of whom shall be a representative of the Canadian Political Science Association and one of whom shall be a representative of the Records Management Association of Ottawa.
- (3) There shall be at least one meeting of the Advisory Council on Public Records in each quarter.
- (4) Procedural rules for the Advisory Council on Public Records shall be drawn up and issued to departments by the Dominion Archivist.
- (5) The Advisory Council on Public Records shall consider and make recommendations to the Dominion Archivist concerning all matters respecting public records referred to it by any member of the Council or the Treasury Board.

Appendix B

PUBLIC ARCHIVES OF CANADA

OPERATIONAL DETAILS RE. TRANSFER, STORAGE AND DESTRUCTION

of

PERSONNEL RECORDS

	Page
1. CONTENTS	
2. Objectives .....	93
3. Definitions .....	93
4. Transfers of Records .....	93
A. Categories of Transfers .....	93
B. Purpose of Transfer .....	94
C. Responsibility for Transfer of the Personnel Records .....	94
D. Security Records - Transferability .....	95
E. Leave Application Forms .....	95
F. Efficiency Rating Forms and Related Documents .....	95
G. Superannuation Documents .....	95
5. Storage at Public Archives Records Centre, Ottawa - Retired or Separated Employees' Files .....	96
A. Department Retention Period .....	96
B. Movement to the Public Archives Records Centre, Ottawa .....	96
C. Security Records .....	96
D. Personnel Records Not Filed Individually .....	97
E. Departments which have NOT Previously Transferred Retired or Separated Employees' Official Personnel Files for Storage ....	97

6.	Destruction of Official Personnel Files .....	97
	A. By Departments .....	97
	B. By the Public Archives Records Centre, Ottawa .....	98
	C. Destruction of Collective Type Records .....	98
	D. Personnel Pay Records .....	98
	E. Physical Form of Destruction of Official Personnel Files .....	98
	F. Destruction of Indices of Transferred Official Personnel Files .....	98
7.	Historical Personnel Records .....	99
	A. Action by Departments .....	99
	B. Action by Public Archives Records Centre, Ottawa .....	99
8.	File Stripping .....	100



## 2. Objective

The following instructions give in detail the operational procedures whereby the transfer, storage and destruction of personnel records will be effected in the most efficient manner both by the departments and agencies and the Public Archives of Canada.

## 3. Definitions

"Department" has the same meaning as in the Financial Administration Act and includes Agencies.

"Personnel records" include the official departmental personnel file and all documents and records of earnings, service and leave related to the career, or person, of any employee of the Crown, that are made or received by the department in which that employee is employed. The official personnel file does NOT include security clearances and related documents which are required to be filed separately.

A "centralized personnel record system" is one where official personnel files are located in headquarters of the department, and final responsibility for decisions in matters of personnel administration falling within the responsibility of the department are made at headquarters.

A "decentralized" personnel record system is one where official personnel files are located in the various regional or field offices of the department and where authority for personnel administration has been delegated by the Deputy Head to the officer in charge of each region or field office.

## 4. Transfers of Records

### A. *Categories of Transfers*

- (i) from the headquarters office of one department to the Headquarters office of another department (normally in the Ottawa area);
- (ii) from the headquarters office to the field offices of the same department;
- (iii) from the field offices to the headquarters office of the same department;
- (iv) from the headquarters office of one department to a field office of another department;
- (v) from a field office of one department to the headquarters office of another department; and
- (vi) from a field office of one department to a field office of another department.

## B. *Purpose of Transfer*

When an employee is transferred from one department to another department, or is separated from the public service, the official departmental personnel records of that employee shall:

- (i) *on transfer*, be forwarded to the receiving department; or
- (ii) *on separation*, be forwarded to the Public Archives Records Centre in Ottawa.

The prime purpose for the transfer of the personnel records is to avoid the creation and retention of duplicate records by more than one department. The practice whereby duplicate personnel records are retained by a department both at its headquarters and its regional or field offices should be discontinued.

## C. *Responsibility for Transfer of the Personnel Records*

### (i) *Centralized Records (At Headquarters)*

When an employee is transferred or re-assigned from one department to another and both departments have centralized personnel record systems, it shall be the responsibility of the receiving department to ensure that the personnel records of that employee are transferred with him or shortly thereafter.

- (ii) *Decentralized Records (Personnel transferred to, from, and between regional or field offices)*

When an employee is transferred or re-assigned from one department to another and the records are decentralized, i.e., the official personnel file is maintained at the field office level for field office employees, it shall be the responsibility of the receiving department to ensure that the personnel records of that employee are transferred as appropriate, e.g.:

- (a) to the field office if the receiving department's records are also decentralized; or
- (b) to the headquarters office if the receiving department's records are not decentralized.

### (iii) *Field Office Duplicate Records*

If decentralization of personnel records is in a transitional stage (duplicate personnel files still temporarily maintained in regional or field offices) only original documents and correspondence with more than transitory significance should be forwarded to the receiving department. All other material should be destroyed.



#### D. *Security Records - Transferability*

Personnel Security records shall NOT be transferred automatically between departments.

When an employee is transferred from one department to another, the relinquishing department, if it has conducted security clearance procedures, shall, *on request*, from the acquiring department, transfer the Personnel History Forms and the fingerprint form which have been checked by the R.C.M.P. and the field investigation report, if one has been provided. If the file contains adverse information, the relinquishing department shall discuss the case with the new parent department *before* a transfer of documents is made. The discussion shall be held between the Departmental Security Officers and, if necessary, with the Security Panel Secretariat.

When an employee is loaned or seconded, security clearance documents will NOT be transferred. The parent department shall provide a written statement to the employing department certifying the level of clearance currently authorized. If a higher clearance than the one certified is required, the parent department shall have the responsibility of initiating whatever up-grading action may be necessary in light of the requirements of the department to which the employee is loaned or seconded.

#### E. *Leave Application Forms*

Leave application forms shall not be placed on individual official personnel files. Such forms shall NOT be transferred but shall be destroyed in accordance with *the appropriate schedule of the "General Records Disposal Schedules of the Government of Canada"* (i.e. 3 months after the end of each fiscal year).

#### F. *Efficiency Rating Forms and Related Documents*

Efficiency rating forms older than the period specified in *the "General Records Disposal Schedules of the Government of Canada"* shall NOT be transferred, but shall be destroyed in accordance with this schedule.

#### G. *Superannuation Documents*

In the case of transfers between departments, superannuation documents shall be completed and certified in accordance with the instructions issued from time to time by the Superannuation Branch, and shall be placed on the official personnel file of the transferred employee. These documents shall show the complete record of service and salary of the employee.

5. Storage at Public Archives Records Centre, Ottawa - Retired or Separated Employees' Files

A. *Departmental Retention Period*

- (i) The official personnel files of a retired or separated employee shall be retained by the department with which he was last employed for one year from the date of retirement or separation.
- (ii) The official personnel file of a retired or separated employee who dies within this one-year retention period shall be treated in accordance with paragraph 6 A. (ii) below.

B. *Movement to the Public Archives Records Centre, Ottawa*

- (i) The official personnel files of retired or separated employees shall be kept in alphabetical sequence. At the end of the one-year retention period, such files shall be forwarded to the Public Archives Records Centre in Ottawa at a time to be arranged with the staff of the Ottawa Records Centre.
- (ii) As a means of assisting the Records Centre in indexing, and the relevant departments in identifying ex-employees later, the birth date of the employee should be shown on the official personnel files, top right, or lower left hand corner of the file face. An abbreviated month-year indication will suffice, e.g. "12/20" for December, 1920.
- (iii) Where the personnel records have been decentralized, the official personnel files may, at the discretion of the department, be shipped from field offices directly to the Records Centre, Ottawa.
- (iv) If the personnel records are in a transitional stage of being decentralized, and duplicate personnel files are still maintained in field offices, ONLY original documents and correspondence of more than transitory significance should be sent to the Records Centre, Ottawa. Other material should be destroyed.
- (v) Departments should staple the last Public Service Commission Action Form, or equivalent, which has been used as a "separation notice", to the left-hand side of the inside of the file jacket. This Personnel Action Form contains most of the information required by the Public Archives Records Centre in the processing and servicing of the files.

C. *Security Records*

Security records concerning a retired or separated employee shall NOT be transferred to a Records Centre. Such records should be destroyed in accordance with *the appropriate Schedule of the "General Records Disposal Schedules of the Government of Canada"*.

D. *Personnel Records not filed individually (i.e., Collective-Type Records)*

- (i) Personnel records not kept separately for each employee may also be transferred to the Records Centre. For example, personnel records that have not been placed in individual folders but have been filed with other documents about a field office may contain personnel information for a group of persons who were successively appointed at one location. Such records and any others of a like nature may be transferred under special arrangements with the staff of the Records Centre.
- (ii) In future, to avoid the difficulty mentioned in (i) above, the personnel records should be filed on an official personnel file. Where it is desirable to maintain additional subject files, the record of such subject files can be completed by placing copies of the personnel information on these subject files.

E. *Departments which have NOT previously transferred retired or separated Employees' Official personnel files for storage*

Departments which have not previously transferred the official personnel files of retired or separated employees to the Ottawa Records Centre should make immediate arrangements to do so.

6. **Destruction of Official Personnel Files**

A. *By Departments*

(i) *At Seventy Years*

Departments are authorized to destroy the official personnel file of any ex-employee whose recorded birth-date shows that the ex-employee has reached the age of 70 years provided that:

- a) The ex-employee has been out of the public service for at least one year and there is no reason to believe that the ex-employee may be re-engaged in the public service; and
- b) the records are not likely to be of historical value as outlined in Section 7 below.

(ii) *One Year After Death*

Departments are also authorized to destroy the official personnel file one year after the death of any ex-employee who:

- a) dies while in the public service; or
- b) dies within the one year retention period specified in Section 5.A. (ii) above; provided that:

c) no further action is pending or is expected that would require retention of the records for a longer period; and

d) the records are not likely to be of historical value as outlined in Section 7 below.

B. *By the Public Archives Records Centre, Ottawa*

The Public Archives Records Centre is authorized to destroy progressively the official personnel files of ex-employees whose recorded birth dates show that the ex-employees have reached the age of 70 years, without reference to departments. The criteria at paragraph 6.A. (i) a) above and Section 7 below also apply.

C. *Destruction of Collective-Type Records*

Collective-type records which have not been kept separately for individuals shall be retained by the Public Archives Records Centre until the personnel involved have attained the age of 70 years or for a lesser period on submission by the department concerned.

D. *Personnel Pay Records*

Firm and comprehensive retention periods have been established for the destruction of pay records of employees. These are shown in the appropriate schedule of the *General Records Disposal Schedules of the Government of Canada* (i.e. the Finance Schedule).

Since the Central Pay Division maintains collective pay lists of employees, e.g., salary lists, duplicate records of the same type should NOT be kept by personnel or administrative offices beyond the retention periods stated in the appropriate schedule of the *General Records Disposal Schedules of the Government of Canada* (i.e. the Personnel Schedule).

E. *Physical Form of Destruction of Official Personnel Files*

The method of destruction for official personnel files shall be by means of shredding, pulping or burning. The files shall NOT be disposed of by sale as waste or salvage.

F. *Destruction of Indices of Transferred Official Personnel Files*

Departments which have organized any type of index control for the official personnel files transferred to another department or transferred to the Public Archives Records Centre in Ottawa may destroy such indices two years after the date of the transfer. This includes cards, covering letters and receipts.

## 7. Historical Personnel Records

### A. *Action by Departments*

- (i) Personnel and records officers having knowledge of former employees who have attained distinction within the public service, or some special distinction or status beyond the bounds of duty, or outside the public service, e.g. during a military career, can assist the Public Archives greatly by tagging the official personnel files of such employees or of employees who have attained any of the ranks listed under B below.
- (ii) If any doubt exists about a particular official personnel file, it shall NOT be destroyed within the department but shall be suitably tagged and transferred to the Ottawa Records Centre for further historical assessment.

### B. *Action by the Public Archives Records Centre, Ottawa*

To ensure the preservation of the official personnel files of employees who may be of interest to historians, the Ottawa Records Centre will examine for permanent retention the files of employees of the following ranks or their equivalents:

- 1. Deputy Ministers
- 2. Associate and Assistant Deputy Ministers
- 3. Commissioners
- 4. Chairmen of Boards
- 5. Comptrollers or Directors General
- 6. Agents General
- 7. Directors of Branches and Divisions
- 8. Deputy Superintendents of Indian Affairs
- 9. Dominion Astronomers
- 10. Surveyors General
- 11. Masters of the Mint
- 12. Dominion Hydrographers
- 13. Dominion Geodesists
- 14. Chief Oceanographers
- 15. Chief Geologists
- 16. Chief Architects
- 17. Chief Engineers
- 18. Dominion Land Surveyors
- 19. All Surveyors and Engineers in charge of Public Works, Railways and Canals
- 20. Captains of Vessels serving Hudson Bay and Northern Posts
- 21. Clerks of the Crown in Chancery
- 22. Commissioners, Deputy and Assistant Commissioners and other officers of the Royal Canadian Mounted Police including inspectors and above
- 23. Ambassadors



24. High Commissioners
25. Heads of Missions
26. Consuls General
27. Senior Officials outside Canada
28. Senior Members of the Judiciary, i.e., Chief Justices and Justices of the Supreme, Exchequer and other Courts
29. Officers of Parliament including the Sergeant-at-Arms, Gentleman Usher of the Black Rod, Clerk of the House, Law Clerk and Others.

#### 8. File Stripping

There should be no file stripping as a matter of course; this practice is not economical. However, during daily references to personnel files, ephemeral material can and should be removed from the files by the staffs of personnel offices. Records dealing specially with disciplinary matters may be disposed of in accordance with *the appropriate schedule of the "General Records Disposal Schedules of the Government of Canada"*.

## Appendix C

### PROCEDURES FOR THE DISPOSAL OF RECORDS

#### 1. The Disposal of Public Records

- a) Recommendations for disposal of public records are to be submitted to the Records Management Branch of the Public Archives of Canada by the deputy head of the department or agency concerned or his authorized representative, on a standard form ARC-170, sample attached, copies of which can be obtained from the Records Management Branch of the Public Archives of Canada. This submission should be made whether the request is for an authority for an immediate disposal or for a continuing authority to dispose of records. This submission will also be required for the transfer of records from federal government departments or agencies to any other government, agency, institution or person. No submission is required for transfer of public records within the federal government.
- b) The department shall obtain certification on the form ARC-170 from its Financial Officer and Auditor General's representative that these officers have no objection to the proposed disposal.
- c) Submissions for authority to dispose of public records should be submitted in duplicate to the Records Management Branch of the Public Archives of Canada. Where lists or schedules describing the records are necessary these should be prepared and submitted with the ARC-170 form. These lists or schedules are also required in duplicate. A Public Archives of Canada Approval Number is assigned to the submission on its receipt.
- d) The Dominion Archivist, on the advice of the representatives from the Records Management Branch and the Archives Branch of the Public Archives, approves the submission outlining archival limitations if any. He then signs the submission and returns it to the department concerned. This constitutes a Public Archives of Canada authority for the disposal of the records, i.e. the first approval processed in 1978 would be PAC 78/001.
- e) Departments are reminded that *all* their records are required to be scheduled for retirement and disposal or long term retention in accordance with the Public Records Order. This will reduce the number of submissions required to control the accumulation of records and give both the department and the Public Archives of Canada a better overall view of the departmental records retention and disposal program.
- f) Departments must maintain a record of the volume, in cubic feet, of records destroyed for both headquarters and field offices. This figure must be submitted annually on a fiscal basis to the Records Management Branch of the Public Archives of Canada to assess the size of the government's retention and disposal activity. The report should show two totals: (i) Headquarters, and (ii) field offices.

## 2. Microfilming Projects

All proposals for microfilming government records must be submitted to the Records Management Branch of the Public Archives of Canada for assessment and recommendation of the Dominion Archivist. A standard form ARC-197, sample attached, is available from the Records Management Branch for the submission of these microfilming projects. Upon the signature of the Dominion Archivist the submission is considered to be an approval of the proposed disposal arrangements subject, of course, to any comments indicated.





Public Archives Canada Archives publiques Canada

**RECORDS RETENTION AND DISPOSAL AUTHORITY**  
(AUTHORIZED BY P.C. 1966-1749)

Please submit in duplicate to:

THE DIRECTOR, RECORDS MANAGEMENT BRANCH,  
PUBLIC ARCHIVES OF CANADA, OTTAWA, ONTARIO K1A 0N3  
For proposals to microfilm records — Use form ARC 197

PUBLIC ARCHIVES APPROVAL NO.

DEPARTMENTAL NO.

**LOCATION OF RECORDS**

ROOM NO.	BUILDING	ADDRESS (Street and City)	
DEPARTMENT		RECORDS MANAGER (Signature)	DATE

**DESCRIPTION OF RECORDS**

NAME OF CREATING DEPT., BRANCH, DIVISION OR OTHER	CU. FT. OF RECORDS FOR DISPOSAL	DATING FROM (year)
---	---------------------------------	--------------------

IN THE PHYSICAL FORM OF:

☐ FILES ☐ MICROFILM ☐ PLANS  
☐ OTHER (Specify)

ARRANGED BY:

☐ SUBJECT CLASSIFICATION ☐ NAME ☐ CONTRACT NO.  
☐ OTHER (Specify)

QUOTE ANY EXISTING DISPOSAL AUTHORITY

CONTINUING AUTHORITY REQUESTED  
☐ YES ☐ NO

RECORDS RELATED TO  
(Describe major subjects, functions, etc.)

RETENTION PERIOD(S)

(Indicate whether the records described relate to headquarters and/or field offices)

DATE	APPROVED DIRECTOR, FINANCIAL AND ADMINISTRATION BRANCH, OR EQUIVALENT	DATE	APPROVED REPRESENTATIVE OF THE AUDITOR GENERAL
------	---	------	---

PUBLIC ARCHIVES LIMITATIONS APPLICABLE TO THIS AUTHORITY

DATE	APPROVED
------	----------

DOMINION ARCHIVIST

ARC-170(4/77)



Public Archives Canada Archives publiques Canada

## RECORDS MICROFILMING SUBMISSION

DEPARTMENTAL SUBMISSION NO.

PUBLIC ARCHIVES OF CANADA  
FILE NO.

### INSTRUCTIONS

A. DEPARTMENTS WILL SUBMIT THIS APPLICATION, WITH ATTACHMENTS IF APPLICABLE, IN DUPLICATE TO -  
THE DIRECTOR, RECORDS MANAGEMENT BRANCH,  
PUBLIC ARCHIVES RECORDS CENTRE, TUNNEY'S PASTURE  
OTTAWA

B. TECHNICAL ADVICE ON MICROFILMING TECHNIQUES,  
EQUIPMENT AND COST ESTIMATING MAY BE OBTAINED  
FROM THE CENTRAL MICROFILM UNIT, PUBLIC  
ARCHIVES OF CANADA, OTTAWA.

### RECORDS LOCATION

DEPARTMENT \_\_\_\_\_ BRANCH/DIVISION \_\_\_\_\_

ROOM NO. \_\_\_\_\_ BUILDING \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_

SIGNATURE OF RECORDS MANAGER \_\_\_\_\_ DATE \_\_\_\_\_ NAME OF DEPT'L OFFICER IN CHARGE OF MICROFILM PROJECT \_\_\_\_\_ TEL. NO. \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE DISPOSAL OF THE RECORDS AND/OR MICROFILMS AS PROPOSED IN THIS FORM

DIRECTOR, FINANCIAL AND ADMINISTRATION BRANCH OR EQUIVALENT \_\_\_\_\_ DATE \_\_\_\_\_ AUDITOR GENERAL'S REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

### RECORDS DESCRIPTION

NAME OF CREATING DEPARTMENT \_\_\_\_\_ DATING FROM YR. \_\_\_\_\_ TO YR. \_\_\_\_\_  
BRANCH, DIVISION OR OTHER \_\_\_\_\_

PHYSICAL FORM \_\_\_\_\_ FILES \_\_\_\_\_ MAPS \_\_\_\_\_ PLANS \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_  
ARRANGED BY \_\_\_\_\_ SUBJECT \_\_\_\_\_ ALPHA \_\_\_\_\_ NUMERICALLY \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

RELATING TO (FILE SERIES, SUBJECT MATTER AND OTHER INFORMATION)

QUANTITY  
CUBIC FT. NO. OF ITEMS SIZE

### MICROFILMING

PURPOSE			MODE			FILM DUPLICATION	
INFORMATION RETRIEVAL	ACQUISITION FROM ANOTHER SOURCE	DISTRIBUTION OF INFORMATION	16MM	ROLL	C.O.M.	SILVER	DIRECT DUP. SILVER
SECURITY	SAVINGS IN SPACE	COMPUTER OUTPUT	35MM	APERTURE CARDS	JACKETS	C. AZO	
DUPLICATION OF INFORMATION	SAVINGS IN EQUIPMENT		105MM	FICHE		XALVAR	

NOTE: BEFORE COMMENCEMENT OF MICROFILMING AN ARC-32 REQUISITION FOR MICROFILM SERVICES MUST BE COMPLETED.

### DISPOSAL ARRANGEMENTS

ORIGINAL RECORDS	RETAIN IN DEPT.	REASON FOR RETENTION	TRANSFER TO	DESTROY IMMEDIATELY	AFTER RETENTION OF
				OR	YEARS
MICRO-FILM	RETAIN IN DEPT.	TRANSFER TO		DESTROY AFTER	YEARS

### FOR PUBLIC ARCHIVES USE

ESTIMATED COST OF MICROFILMING \_\_\_\_\_ DATE \_\_\_\_\_ RECOMMENDED \_\_\_\_\_

DOMINION ARCHIVIST

COMMENTS

## Appendix D

### SCHEDULING RULES AND SUGGESTIONS

When departments and agencies are determining retention periods for records, they should apply the following general questions to each group of records:

1. Has all action on the records been concluded or has the information on file served its purpose? Would any information contained therein be of further significant value either for administrative, legal, fiscal or research purposes to the creating department or agency, or to any other governmental department or agency?
2. What, if any, are the statutory requirements concerning the retention period of the record? Will the records or information be required to support a claim by the government, or to refute one against the government?
3. Will the records or information be required for the protection of the civil, legal, property or other rights of the government or the general public?
4. Do other departments or agencies retain copies of the records?
5. Is the substance of the records available in a more permanent form such as in an annual report or other comprehensive document?
6. What would be the cost of maintaining the records for a lengthy period of time, and what would be the possible future value to be obtained compared to this cost?
7. What is the frequency of reference to the records?
8. Are the records necessary to the creating department or to the Public Archives of Canada to document the agency's activities or its historical development?

## Appendix E

### THE HISTORICAL VALUE IN RECORDS

The Dominion Archivist, assisted and advised by members of the Archives Branch of the Public Archives of Canada, is charged with the responsibility of selecting and preserving all historically valuable records produced by the Government of Canada. In order to fulfill its responsibilities, the Public Archives of Canada must review all proposals for the disposal of records by departments and designate historically valuable materials for transfer to the Public Archives of Canada.

Departments and agencies are required to develop sound file classification systems, designate definite retention periods and apply the schedules to their records. Departments should mark files which they consider to be of historical significance, thus assisting the Archivists in their job of selection. However, once files are transferred to the Archives Branch of the Public Archives of Canada they cease to be the property of the creating department. Such records under normal circumstances, will not be returned to the creating department or loaned to any other agency for operational or research use.

Records are preserved for a variety of reasons. In the Canadian Government, they may have one or all of several values:

1. Administrative value to a department or agency;
2. Legal value to a department or agency or to the people whom it serves;
3. Fiscal value to a department or agency or to the people whom it serves; and
4. Archival, historical or research value to economists, statisticians, political scientists and historians.

The archival or research value is the actual "Historical Value" in records. The records considered of permanent (i.e. historical) value are those that show:

1. The organization and administrative history of the department or agency;
2. The policies followed by a department or agency and the various reasons for their adoption;
3. The department's or agency's working method;
4. Its specific individual transactions insofar as they establish a legal status of any kind, or as they may be presumed to have a general and continuing interest; and
5. The general social, economic or other conditions with which the department or agency dealt.

# IV

## INDEX



ABSENCE: - Use Leave ..... 5

ABSTRACTS:

- Accounts Payable-Vouchers-See  
AP-Vouchers ..... 4  
- Cheque-See Cheques ..... 4  
- Machine Runs-Use Statements-  
AP & R ..... 4

ACCEPTANCE:

- Agreements-See Contracts ..... 4  
- Tenders-See Contracts ..... 4

ACCIDENTS:

- General ..... 1  
- Aircraft ..... 1  
- Claims-Use Claims ..... 4  
- Equipment ..... 1  
- Liability-Use Claims ..... 4  
- Personnel ..... 5  
- Prevention-Use Accidents ..... 1  
- Railway ..... 1  
- Ships ..... 1  
- Vehicles ..... 1

ACCOMMODATION:

- General ..... 2  
- Allocation of ..... 2  
- Planning ..... 2  
- Reports ..... 2  
- Requirements ..... 2  
- Statistics ..... 2

ACCOUNT(S)(ING):

- General ..... 4  
- Agency Trust-Use Ledgers-Indian .. 4  
- Bank Vouchers ..... 4  
- Cafeterias ..... 1  
- Canteens-See Cafeterias ..... 1  
- Cash-See Cash Accounting ..... 4  
- Cheques-Bank Statements ..... 4  
- Companies-Use AP-Commercial  
Firms ..... 4  
- Contingent-Use AP-Vouchers ..... 4  
- Equipment-See Accounting ..... 3  
- Expense Claims-See Travel ..... 4  
- Firms-See AP-Commercial Firms .... 4  
- Imprest-See AP-Vouchers ..... 4  
and Banks-Statements ..... 4  
- Ledgers-See AP-Ledgers ..... 4

ACCOUNT(S)(ING): (cont'd)

- Inventories  
- Equipment-See Accounting ..... 3  
- Property-See Accounting ..... 2  
- Messes-Use Cafeterias ..... 1  
- Pay-See Pay ..... 4  
- Payable-See Accounts Payable ..... 4  
- Postage-See Postage Accounts ..... 4  
- Properties-See Accounting ..... 2  
- Public-Manuscripts-Use Statements-  
Accounting Miscellaneous ..... 4  
- Published-See Statements-  
Accounting Miscellaneous ..... 4  
- Receivable-See under Accounts  
Receivable ..... 4  
- Recoverable-See AR-Vouchers ..... 4  
- Removal-See AP-Vouchers ..... 4  
- Retirement Fund-See Pay-Accounts . 4  
- Security Deposit-See Vouchers .... 4  
- Statements-See Statements-AP & R . 4  
- Superannuation-See Pay-Accounts .. 4  
- Suppliers-See Accounts Payable ... 4  
- Suspense-See Accounts and  
Accounting ..... 4  
- Vouchers-See AP-Vouchers,  
AR-Vouchers and Vouchers ..... 4

ACCOUNTS PAYABLE: (Expenditures)

- General ..... 4  
- Abstracts-See AP-Vouchers ..... 4  
- Advances-General-Use AP-Vouchers . 4  
- Credits to-See AP-Vouchers ..... 4  
- Special-Use AP-Vouchers ..... 4  
- Bills of Lading-See AP-Vouchers .. 4  
- Claims-Use AP-Vouchers ..... 4  
- Commercial Firms ..... 4  
- Removal-See AP-Vouchers ..... 4  
- Travel-See AP-Vouchers ..... 4  
- Contracts-See AP-Vouchers ..... 4  
- Credits to Advances-  
See AP-Vouchers ..... 4  
- Facings-See AP-Vouchers ..... 4  
- Imprest-See AP-Vouchers ..... 4  
- Ledgers-See AP-Ledgers ..... 4  
- Invoices-See AP-Invoices,  
Vouchers ..... 4  
- Ledgers ..... 4  
- Observation Accounts-  
Use AP-Vouchers ..... 4

Note: AP means Accounts Payable; AR means Accounts Receivable



## Schedule

ACCOUNTS PAYABLE: (cont'd)	
- Open Accounts-Use Ledgers-Specific .....	4
- Payments-To Banks-Use AP-Vouchers .....	4
- Documents-Use AP-Vouchers .....	4
- Payment Controls-Use Allotments-Ledgers .....	4
- Queen's Printer-Use AP-Vouchers .....	4
- Subsidy-Use AP-Vouchers .....	4
- Personal Paid-Use AP-Vouchers ....	4
- Purchase-Contracts-See AP-Vouchers .....	4
- Orders-See AP-Vouchers .....	4
- Requisitions-See AP-Vouchers ...	4
- Refunds-See AP-Vouchers .....	4
- Removal Claims-See AP-Vouchers ...	4
- Requisitions-Cheques-See AP-Vouchers .....	4
- Requisitions-Purchase-See AP-Vouchers .....	4
- Special Advances-Use AP-Vouchers .	4
- Travel-Claims-See AP-Vouchers ....	4
- Warrants-See AP-Vouchers .....	4
- Utility-See AP-Utilities .....	4
- Vouchers .....	4

ACCOUNTS RECEIVABLE: (Revenue)	
- General .....	4
- Advances Recoverable-Use AR-Vouchers .....	4
- Bills-See AR-Vouchers .....	4
- Credit Notes .....	4
- Ledgers .....	4
- Receipts-General-See AR-Vouchers .	4
- Forms-See AR-Vouchers .....	4
- Recoverable Advances-Use AR-Vouchers .....	4
- Refunds-See AR-Credit .....	4
- Sales Slips-See AR-Vouchers ....	4
- Statements-See Statements .....	4
- Vouchers .....	4

ACCREDITATIONS: .....	5
-----------------------	---

ACHIEVEMENT: - See Honours .....	5
----------------------------------	---

ACQUISITION:	
- Buildings-See Buildings .....	2

## Schedule

- Lands-See Lands .....	2
-------------------------	---

ACTING:	
- Appointments-See Appointments ....	5
- Pay-See Salaries .....	5

ACTS: .....	1
-------------	---

ADDRESS(ES):	
- Building .....	2
- Cards-See Stationery .....	3
- Lectures-See Information Services-Lectures .....	1
- Mailing-See Mail .....	1
- Speeches-See Information Services-Lectures .....	1

ADJUDICATION: See Staff Relations .	5
-------------------------------------	---

ADJUSTMENTS:	
- Allotment-Use Allotments-Vouchers .....	4
- Appropriations-Use Allotments-Vouchers .....	4
- Encumbrances-See Encumbrances ....	4

ADMINISTRATION(IVE):	
- General .....	1
- Trainees-See Manpower Planning-Career Management .....	5

ADMISSION: See Licences .....	1
-------------------------------	---

ADP: See Data Processing .....	1 & 3
--------------------------------	-------

ADVANCES:	
- General-Use AP-Vouchers .....	4
- Accounts Payable Vouchers .....	4
- Listings-Use Statements-Accounting Miscellaneous .....	4
- Loans to Employees-See Ledgers-Specific .....	4
- Postage-See Postage Accounts-Ledgers .....	4
- Recoverable-Use AR-Vouchers .....	4
- Removal-Use AP-Vouchers .....	4
- Sheets-Use Travel-Ledgers .....	4
- Special Accounts-Use AP-Vouchers .	4
- Travel-Cards-Use Travel-Ledgers ..	4
- Ledgers-See Travel-Ledgers ....	4



## Schedule

ADVERTISING:	
- Information Services .....	1
- Newspapers-See Information Services-Advertising .....	1
- Personnel-See Employment .....	5
- Radio-See Information Services-Advertising .....	1
- Television-See Information Services-Advertising .....	1
AFFAIRS: See International .....	1
AGENCY:	
- Trust Accounts Indian-See Ledgers-Indian .....	4
AGENDA:	
- Associations, Clubs, etc. ....	1
- Committees, Boards, etc. ....	1
AGREEMENTS:	
- General .....	1
- Acceptance of Contracts-See Contracts .....	4
- Collective-See Staff Relations-Collective Agreements .....	5
- Exclusions from-See Staff Relations-Managerial .....	5
- Federal-Provincial-General .....	1
- Financial .....	4
- Financial .....	4
- Standing Offer .....	3
AID:	
- Civil Power-See Emergency Measures-Demonstrations .....	1
- Legal-Use Legal Matters .....	1
AIR:	
- Conditioning-See Utilities .....	2
- Port Equipment-See Equipment-Technical .....	3
- Supplies-See Aviation .....	3
- Transportation-See Transportation .....	1
AIRCRAFT:	
- General .....	3
- Accidents-See Accidents .....	1
- Individual .....	3

## Schedule

AIRCRAFT: (cont'd)	
- Inspection .....	3
- Procurement .....	3
- Wrecks-Use Emergency Measures-Disasters .....	1
ALARMS:	
- Buildings-Use Buildings-Protection .....	2
- Fire-See Buildings-Fire .....	2
- Security-Use Security-Physical ...	1
ALLEGIANCE: See Oaths .....	5
ALLOCATION(S):	
- Manpower-See Manpower Planning-General .....	5
- Space-See Accommodation .....	2
- Travel-See Travel .....	4
ALLOTMENTS:	
- General .....	4
- Adjustments-Use Allotments-Vouchers .....	4
- Appropriations-Use Allotments-Vouchers .....	4
- Cards-Use Allotments-Ledgers .....	4
- Commitment-Use Allotments-Ledgers .....	4
- Control-Use Allotments-Ledgers ...	4
- Establishment Runs-Use Statements-AP & R .....	4
- Ledgers .....	4
- Records-Use Allotments-Ledgers ...	4
- Registers-See Ledgers .....	4
- Special Machine Ruins-Use State-ments-Accounting Miscellaneous ...	4
- Transfers-Use Allotments-Vouchers .....	4
- Vote Runs-Use Statements-AP & R ..	4
- Vouchers .....	4
ALLOWANCE(S):	
- General .....	4
- Entertainment .....	4
- Family-See Allowances-Ledgers ...	4
- Living-See Pay-Lists-(a) Classified .....	4
- Mileage-Use Travel-Expense Claims .....	4

## Schedule

ALLOWANCE(S): (cont'd)	
- Travel-Use Travel-Expense	
Claims .....	4
- War Veterans'-See Allowances-	
Ledgers .....	4
ALTERATIONS: See Buildings .....	2
AMUSEMENT TAX: See Taxes .....	4
ANALYSIS:	
- Job-Use Classification .....	5
- Procedural-See Management	
Services .....	1
ANNUAL:	
- Increments-Use Salaries .....	5
- Leave-See Leave .....	5
- Reports-See Reports .....	1
ANNUITANTS:	
- Deduction Paylists-See Pay-Lists .	4
- Earnings Records Statements-	
See Pay-Statements .....	4
- Files-See Pay-Files .....	4
- Ledger Cards-See Pay-Cards .....	4
- Pay-See Pay-Cards:	
- Files and -Lists .....	4
APPEALS:	
- Charitable-See Campaigns .....	1
- Personnel-See Staff Relations ....	5
APPLIANCES: See Equipment-Office	
or-Technical .....	3
APPLICATION(S):	
- Employment-See Employment .....	5
- Leave-Use and see Note at Leave ..	5
- Schedules .....	Preface
APPOINTMENTS: .....	5
APPRAISALS: See Manpower Planning-	
Performance Appraisal .....	5
APPRECIATION: .....	1
APPROPRIATIONS:	
- General-See Accounts .....	4

## Schedule

APPROPRIATIONS: (cont'd)	
- Adjustments-Use Allotments-	
Vouchers .....	4
ARBITRATION: See Staff Relations-	
Adjudication .....	5
ARCHITECTS: See Buildings-	
Construction .....	2
ARCHIVAL: .....	Preface & Appendix
ARMAMENT: See Arms .....	3
ARMS:	
- General .....	3
- Coats of-See Badges .....	1 & 3
ARRANGEMENT(S):	
- Financial-See Agreements .....	4
- Schedules .....	Preface
ARTICLES: See Information	
Services .....	1
ASSIGNED PAY: See Pay .....	4
ASSIGNMENTS:	
- Career-See Manpower Planning-	
Career .....	5
ASSOCIATIONS: .....	1
ATTACHMENTS: See Exchanges .....	5
ATTENDANCE:	
- General .....	5
- Collective Agreements-See Staff	
Relations-Collective Agreements ..	5
ATTORNEY, POWER OF: See Legal	
Matters .....	1
AUDIT(S)(ING):	
- General .....	4
- Classification-See	
Classification .....	5
- Reports .....	4

	Schedule
AUTHORITY(IES):	
- Delegation of Classification- See Classification .....	5
- Delegation of Staffing-See Employment and Staffing .....	5
- Disposal and Scheduling-See Records Management .....	1
- Signing-Correspondence-See Correspondence Management .....	1
- Financial-See Signing .....	4
AUTHORIZATION(S):	
- Deductions-See Pay-Payroll .....	4
- Annuitants-See Pay-Lists .....	4
AUTOMATIC DATA PROCESSING:	
- General-See Data Processing .....	1
- Equipment-Use Data Processing ....	3
AUTOMATION:	
- Equipment-Use Data Processing ....	3
- Services-Use Data Processing .....	1
AUTOMOBILES:	
- General-Use Vehicles .....	3
- Accidents-Use Accidents .....	1
- Licences-See Vehicles- Registration .....	3
- Parking Areas-See Lands .....	2
- Permits-See Licences .....	1
AVALANCHES: See Emergency Measures- Disasters .....	1
AVIATION SUPPLIES: .....	3
AWARDS:	
- General-See Honours .....	5
- Decorations-See Honours .....	5
- Incentive-See Honours .....	5
- Medals-See Honours .....	5
- Suggestions-See Honours .....	5
"B"	
BADGES:	
- General .....	1
- Procurement-Purchase-Issue .....	3
BAGGAGE: See Transportation .....	1

	Schedule
BALANCE(S):	
- Indian Land Sales Sheets- Use Ledgers-Indian .....	4
- Superannuation-See Pay-Accounts ..	4
BALLOTS: See Politics .....	1
BANK(S)(ING):	
- General .....	4
- Cheque(s)-Imprest Accounts- See Cheques-Bank .....	4
- Lists of Deposited-See Cheques-Lists .....	4
- Statements-See Cheques-Bank ....	4
- Deposit Slips-See Banks- Vouchers .....	4
- Exchange Rate Sheets .....	4
- Imprest Accounts-See Cheques- Bank .....	4
- Statements-See Banks- Statements .....	4
- Payments to-Use AP-Vouchers .....	4
- Receipts-See Banks-Vouchers .....	4
- Statements .....	4
- Transfers of Funds-See Banks- Vouchers .....	4
- Vouchers .....	4
BARGAINING: See Staff Relations ...	5
BARGES: See Equipment- Ships-Large .....	3
BED(S)(ING): See Furniture .....	3
BENEFITS:	
- Annuitants-See Pay-Lists .....	4
- Collective Agreements-See Staff Relations-Collective Agreements ..	5
- Death-See Insurance .....	5
- Payments-See Pay-Death .....	5
- Scheduling .....	Preface
- Veterans'-See Ledgers-Specific ...	4
BICULTURALISM: Use Cultures and Customs .....	1
BILINGUALISM:	
- General .....	1

## Schedule

BILINGUALISM: (cont'd)	
- Language Training-See Training-	
Language .....	5
- Language Training Replacements-	
See Bilingualism .....	5
- Personnel-See Bilingualism .....	5
- Positions-See Bilingualism .....	5

## BILLS:

- Accounts-See AP-Vouchers .....	4
- and AR-Vouchers .....	4
- of Lading-See AP-Vouchers .....	4
- Legislation-See Acts .....	1
- Treasury-See Ledgers-Specific .....	4

## BINDERS:

- Machine Run-Use Statements-	
AP & R .....	4

BINDING: See Books .....	1
--------------------------	---

## BIOGRAPHIES: See Information

Services .....	1
----------------	---

BLASTS: See Building-Protection ...	2
-------------------------------------	---

BLINDS: See Furniture .....	3
-----------------------------	---

## BLOOD DONOR CLINICS:

See Campaigns .....	1
---------------------	---

## BLOTTERS:

- Cash-See Cash Accounting-Ledgers .	4
--------------------------------------	---

## BOARDS:

- Committees-See Committees .....	1
- Competitions-See Competitions ....	5
- Inquiry-See Boards of .....	1
- Personnel-Use Competitions .....	5
- and Discipline .....	5

BOATS: See Ships .....	3
------------------------	---

## BOND(S)(ING):

- Canada Savings-See Campaigns .....	1
- Pledges-See Pay .....	4
- Employees .....	4

## BOOKS:

- General .....	1
-----------------	---

## Schedule

## BOOKS: (cont'd)

- Cash-General-See Cash Accounting-	
Ledgers .....	4
- Attachments-Use Cash	
Accounting-Ledgers .....	4
- Ledgers-See Cash Accounting ....	4
- Information Services-See Books ....	1
- Library-See Library Services .....	1
- Revenue-Use Cash Accounting-	
Ledgers .....	4
- Ships-Use Ships .....	3
- Vehicle Log-See Vehicles .....	3
- Wharfage-See Cash Accounting-	
Ledgers .....	4

BOUNDARIES: See Organization .....	1
------------------------------------	---

BREACHES: See Security .....	1
------------------------------	---

BRIEFINGS: .....	1
------------------	---

## BROADCASTS:

- Advertising-See Information	
Services .....	1
- Radio-See Information Services ....	1
- Television-See Information	
Services-Radio .....	1

BROCHURES: See Corporations .....	1
-----------------------------------	---

BUDGETS: .....	4
----------------	---

## BUILDINGS:

- General .....	2
- Accommodation .....	2
- Acquisition .....	2
- Addresses .....	2
- Alterations .....	2
- Construction .....	2
- Contracts-Use Buildings-	
Construction .....	2
- Damages .....	2
- Directories-Use Addresses .....	2
- Disposal .....	2
- Elevator Service .....	2
- Fires-General .....	2
- Protection-See Fires .....	2
- Legal Documents .....	2
- Locations-See Addresses .....	2
- Maintenance .....	2

## Schedule

BUILDINGS: (cont'd)	
- Materials-See Buildings .....	3
- Passes-See Security .....	1
- Plans .....	2
- Protection-General .....	2
- Fires-See Fires .....	2
- Repairs-See Alterations .....	2
- Security-See Security-Physical ...	1
- Space-See Accommodation .....	2
- Specifications-See Plans .....	2
BURSARIES: See Scholarships .....	5
"C"	
CABINET(S):	
- Directives-See Acts .....	1
- Filing-See Furniture .....	3
CAFETERIAS: .....	1
CALCULATORS: See Office	
Appliances .....	3
CAMERAS: See Microfilming and Photographic .....	3
CAMPAIGNS:	
- General .....	1
- Advertising-See Employment .....	5
- Canada Savings Bonds- See Campaigns .....	1
- Pledges-See Pay .....	4
- Charitable .....	1
- United Appeal-See Campaigns- Charitable .....	1
CANADA SAVINGS BONDS:	
- General-See Campaigns .....	1
- Pledges-See Pay .....	4
CANADIAN CORPS OF COMMISSIONAIRES:	
- Employment-See Employment .....	5
- Security-See Security-Physical ...	1
CANADIAN PENSION COMMISSION:	
- Ledgers-See Ledgers-Specific .....	4
CANCELLED CHEQUES:	
- Lists-General-See Cheques-Lists ..	4

## Schedule

CANCELLED CHEQUES:	
- Lists-Returned-See Cheques-List- Returned-Subsequently Cancelled ..	4
CANOES: See Ships-Small .....	3
CANTEENS: Use Cafeterias .....	1
CANVASSING: See Campaigns .....	1
CARDS:	
- Address-See Stationery .....	3
- Annuitants Pay Ledger- See Pay-Cards .....	4
- Earnings Records-Financial- See Pay-Cards .....	4
- Greeting-See Appreciation .....	1
- Identification-See Security .....	1
- Imprest Bank-Use AP-Ledgers .....	4
- Inventory-Use Equipment- Accounting .....	3
- Pension Ledger-Use Ledgers-CPC ...	4
- Property Record-See Accounting ...	2
CAREER MANAGEMENT: See Manpower Planning .....	5
CARS: Use Vehicles .....	3
CASH:	
- Accounting .....	4
- Blotters-See Cash Accounting- Ledgers .....	4
- Books-See Cash Accounting- Ledgers .....	4
- Attachments-Use Cash Accounting-Ledgers .....	4
- Revenue-Use Cash Accounting-Ledgers .....	4
- Control Records-See Cash Accounting-Ledgers .....	4
- Gratuity Statements-See Pay- Statements .....	4
- Petty-See Petty Cash .....	4
- Sheets-Use Cash Accounting- Ledgers .....	4
- Summaries Receipts Registers- See Cash Accounting-Ledgers .....	4



## Schedule

## CASUAL:

- Earnings Records Cards-Financial and Personnel-See Pay-Cards ..... 4
- Employment-See Employment ..... 5
- Exclusions-See Staff Relations
- Managerial ..... 5
- Leave-See Leave ..... 5
- Pay-Financial-See
- Pay-Cards:-Lists ..... 4
- Personnel-See Salaries & Wages ... 5

## CATALOGUING:

- Equipment ..... 3
- Library-See Library ..... 1

CATERING: See Cafeterias ..... 1

## CELEBRATIONS:

- General-See Ceremonies ..... 1
- Government Observance-See Leave .. 5
- Holiday Greetings-
- Use Appreciation ..... 1

CEREMONIES: ..... 1

## CERTIFICATES:

- Mail Contractors-Use Contracts-
- Agreements ..... 4
- Staff Pay-Financial-See Pay ..... 4
- Personnel-See Salaries ..... 5

CHAIRS: See Furniture ..... 3

## CHALLENGES:

- Classification-See
- Classification ..... 5

## CHANNELS OF COMMUNICATION: See

Correspondence Management ..... 1

## CHAR SERVICES: See Buildings-

Maintenance ..... 2

CHARITY: See Campaigns ..... 1

## CHARTS:

- General-See Maps ..... 1
- Flow-See Management Services ..... 1
- Geographic-Use Maps ..... 1
- Organization-Use Organization .... 1

## Schedule

## CHARTS: (cont'd)

- Procedural-Use Management
- Services ..... 1

## CHEQUES:

- General ..... 4
- Abstracts ..... 4
- Actual Paid ..... 4
- Bank Deposited-See Cheques-Lists . 4
- Cancelled-See Cheques-Lists ..... 4
- Cashed-See Cheques-Actual Paid ... 4
- Election Warrants ..... 4
- Imprest-Use Banks-Statements ..... 4
- Issue-Analysis-Use Statements-
- Accounting Miscellaneous ..... 4
- Recapitulation-Use Cheques-
- Lists ..... 4
- Requisitions-See AP-Vouchers ... 4
- Special-Use Cheques-Lists ..... 4
- Lists-General ..... 4
- Cancelled ..... 4
- Daily Runs-Use Cheques-Lists ... 4
- Deposited ..... 4
- Pay-Financial-See Pay-Lists .... 4
- Personnel-See Pay-Lists ..... 4
- Returned ..... 4
- Superannuation-See Pay-Lists ... 4
- Unclaimed-Use Cheques-Lists-
- Returned-Cancelled ..... 4
- Lost ..... 4
- Pay-Financial-See Pay-Lists ..... 4
- Personnel-See Pay-Lists ..... 4
- Receipts ..... 4
- Registers ..... 4
- Requisitions-See AP-Vouchers ..... 4
- Returned-Lists-See Cheques-Lists . 4
- Undeliverable ..... 4
- Runs-Daily-Use Cheques-Lists ..... 4
- IBM Source-Use Statements-AP&R . 4
- O Summary-Use Cheques-Lists .... 4
- Transcripts ..... 4
- Unclaimed-Lists-Use Cheques-
- Lists-Returned Cancelled ..... 4
- Unclaimed-Undeliverable-Use
- Cheques Returned ..... 4
- Undeliverable-See Cheques-
- Returned ..... 4
- Vouchers, Returned ..... 4
- Warrants, Election-See
- Cheques-Election ..... 4

## Schedule

CHESTERFIELDS: See Furniture .....	3
CIPHERS: See Communications-Codes .	1
CIRCULARS: .....	1
CITATIONS: Use Honours .....	5
CIVIL:	
- Aid to Civil Power-See Emergency Measures-Demonstrations .....	1
- Defence-See Emergency Measures ...	1
CLAIMS:	
- General .....	4
- Accident .....	See 1
- Against the Crown .....	4
- Agents-Use AP-Vouchers .....	4
- By the Crown .....	4
- Damage-Use AP-Vouchers .....	4
- Paid-Use AP-Vouchers .....	4
- Progress-See AP-Vouchers .....	4
- Removal-See AP-Vouchers and Travel-Expense Claims .....	4
- Travel-See AP-Vouchers and Travel-Expense Claims .....	4
CLASSIFICATION:	
- Expenditures-Use Statements-Accounting Miscellaneous .....	4
- Personnel .....	5
- Reclassification-See Promotions ..	5
- Security-Use Security .....	1
CLASSIFIED EMPLOYEES:	
- Earnings Records-Financial-See Pay-Cards .....	4
- Personnel-See Pay-Cards .....	4
- Employment-Use Employment .....	5
- Paylists-Financial-See Pay-Lists .	4
- Personnel-See Pay-Lists .....	4
CLEANING:	
- of Clothing-See Clothing .....	3
CLEARANCES: See Security .....	1
CLIPPINGS: See Information Services-Press .....	1

## Schedule

CLOSED VOLUMES: .....	Preface
CLOTHING: .....	3
CLUBS: See Associations .....	1
COATS OF ARMS:	
- General-See Badges .....	1
- Procurement, Purchases, Issue-Use Badges, Emblems .....	3
CODE(S)(ING):	
- Communications-See Communications .....	1
- Financial-See Coding .....	4
COLLECTIVE:	
- Agreements-See Staff Relations ...	5
- Bargaining-See Staff Relations ...	5
COLLEGES:	
- Co-operative Programs-See Employment .....	5
COLLISIONS: Use Accidents .....	1
COMMERCIAL FIRMS:	
- General-Use Corporations .....	1
- Accounts-See Accounts Payable ...	4
- Contracts-Use Contracts .....	4
COMMISSIONAIRES:	
- Employment-See Employment .....	5
- Security-See Security-Physical ...	1
COMMISSIONS:	
- General-Use Committees .....	1
- International-See International ..	1
- Investigations-Use Investigations .....	1
- Of Office-See Legal Matters .....	1
- Royal-See Parliament .....	1
COMMITMENT:	
- Allotment-Use Allotments-Ledgers .	4
COMMITTEES: .....	1
COMMODITIES: See Standing Offer Agreements .....	
	3

## Schedule

COMMUNICATIONS:	
- General .....	1
- Channels of-See Correspondence Management .....	1
- Installations-See Utilities .....	2
- Security-See Security .....	1
COMMUNITY CHEST: Use Campaigns-Charitable .....	1
COMPANIES:	
- General-See Corporations .....	1
- Accounts-Use Accounts Payable ....	4
- Contracts-Use Contracts .....	4
COMPENSATION: See Accidents .....	5
COMPETITIONS: .....	5
COMPILATION:	
- Books-See Books .....	1
COMPLAINTS:	
- General .....	1
- Personnel-See Staff Relations-Appeals .....	5
COMPUTERS: See Data Processing ....	3
CONCESSIONS:	
- Accounts-See AR-Vouchers .....	4
- Buildings-See Buildings-Legal ....	2
- Lands-See Lands-Legal & Lettings .	2
CONDEMNATION: .....	3
CONDITIONS:	
- Terms of Employment-Use Staff Relations-Collective Agreements ..	5
- Working .....	5
CONDOLENCES: See Appreciation ....	1
CONFERENCES: See Committees .....	1
CONFIDENTIAL:	
- Exclusions-See Staff Relations-Managerial .....	5

## Schedule

CONFIRMATION:	
- Hotel Reservations-See Transportation .....	1
CONGRATULATIONS: See Appreciation .	1
CONSOLIDATED FUND LEDGER: Use Ledgers-General .....	4
CONSTRUCTION:	
- General-See Buildings-Construction .....	2
- Arrangements-See Buildings-Construction .....	2
- Consultant Services-See Building-Construction .....	2
- Contracts-Use Buildings-Construction .....	2
- Plans-See Buildings-Plans .....	2
- Specifications-See Buildings-Plans .....	2
- Tenders-See Buildings-Construction .....	2
- Utilities-See Utilities .....	2
CONSULTANTS:	
- Buildings-See Buildings-Construction .....	2
- Employment-Use Employment .....	5
- Fees-See Fees .....	4
CONTINGENT ACCOUNTS: Use AP-Vouchers .....	4
CONTRACT(S):	
- General .....	4
- Accounts-See AP-Vouchers and Contracts .....	4
- Building-Use Buildings-Construction .....	2
- Demands-See Equipment-Procurement .....	3
- Equipment-See Equipment-Procurement .....	3
- Ledgers-See Contracts-Ledgers ....	4
- Sheets-Use Contracts-Ledgers ...	4
CONTRACTORS:	
- Buildings-See Buildings-Construction .....	2



## Schedule

CONTRACTORS: (cont'd)	
- Deposits, Open Accounts- Use Ledgers-Open Accounts .....	4
- Mail Certificates-Use Contracts-Agreements .....	4
- Standing Offer Agreements- See Standing Offer Agreements ....	3

## CONTROL(S):

- Allotments-Use Allotments- Ledgers .....	4
- Cash Records-See Cash Accounting-Ledgers .....	4
- Central Control Ledgers- See Ledgers .....	4
- Flood-See Emergency Measures- Disasters .....	1
- Flood-Buildings-See Buildings- Protection .....	2
- Manpower-See Manpower Planning-General .....	5
- Payment-Use Allotments-Ledgers ...	4
- Payroll-See Pay-Payroll .....	4

## CONVERSION:

- Classification-See Classification .....	5
--	---

CO-OPERATION AND LIAISON: .....	1
---------------------------------	---

## CO-OPERATIVE PROGRAMS: See

Employment-Programs .....	5
---------------------------	---

COPYRIGHTS: See Inventions .....	1
----------------------------------	---

## CORNERSTONES:

- Laying of-See Ceremonies .....	1
----------------------------------	---

## CORPORATIONS:

- General .....	1
- Accounts-Use Accounts Payable ....	4
- Contracts-Use Contracts .....	4

## CORPS OF COMMISSIONAIRES:

- Employment-See Employment .....	5
- Security-See Security-Physical ...	1

CORRESPONDENCE MANAGEMENT: .....	1
----------------------------------	---

COURSES: See Training .....	5
-----------------------------	---

## Schedule

## COURTS OF INQUIRY:

- General-See Boards of .....	1
- Discipline .....	5

CREDENTIALS: See Accreditations ...	5
-------------------------------------	---

## CREDIT(S):

- Advances-See AP-Vouchers .....	4
- Notes-See Accounts Receivable ....	4

## CRESTS:

- General-See Badges .....	1
- Procurement, Purchase, Issue- See Badges .....	3

## CRIMINAL INVESTIGATIONS:

- Boards of Inquiry .....	1
- Investigations .....	1

CULTURES: .....	1
-----------------	---

## CUSTOMS:

- General-See Cultures .....	1
- Excise-See Duties .....	4

CUTTING OFF FILES: .....	Preface
--------------------------	---------

CYPHERS: See Communications-Codes .	1
-------------------------------------	---

"D"

## DAILY ROUTINE ORDERS:

Use Circulars .....	1
---------------------	---

## DAMAGE:

- Buildings-See Buildings-Damage ...	2
- Claims-Use AP-Vouchers .....	4
- and Claims .....	4

## DATA:

- Processing Equipment .....	3
- Processing Services .....	1
- Stream-See Manpower Planning- Inventories .....	5

## DEATH BENEFIT:

- Insurance-See Insurance .....	5
- Payment-See Pay-Death .....	4

DEBTS: See Claims .....	4
-------------------------	---

## Schedule

## DECISIONS:

- Adjudication-See Staff Relations ..... 5
- Legal-See Legal Matters ..... 1

## DECLARATIONS:

- Statutory re Cheques-See Cheques-Lost ..... 4

## DECORATING: See Building-

- Maintenance ..... 2

## DECORATIONS: See Honours ..... 5

## DEDUCTIONS:

- General (Personnel)-See Salaries . 5
- Annuitants-See Pay-Files and-Lists ..... 4
- Paylists-See Pay-Lists ..... 4
- Payroll Authorizations-See Pay ... 4
- RCMP Authorization Forms-See Pay-Allowances ..... 4
- Remittance Lists-See Pay-Lists ... 4

## DEFINITIONS:

- Closed Volume ..... Preface
- Dormant Records ..... Preface
- Policy Records ..... Preface
- Public Records ..... Preface
- Records Schedule ..... Preface
- Routine Records ..... Preface
- Working Papers ..... Preface

## DELEGATION AUTHORITY:

- Classification-See Classification ..... 5
- Staffing-Use Employment ..... 5

## DEMONSTRATIONS:

- General-See Emergency Measures ... 1
- Exhibits-Use Information Services ..... 1

## DENTAL SERVICES: See Health ..... 5

## DEPARTMENTAL:

- Circulars-See Circulars ..... 1
- Inventories-Use Accounting ..... 3
- Investigations-Use Investigations ..... 1

## Schedule

## DEPARTMENTAL: (cont'd)

- Speeches-See Information Services-Lectures ..... 1

## DEPENDANTS:

- Evacuation-See Emergency Measures ..... 1

## DEPOSIT(S):

- Bank Slips-See Banks-Vouchers .... 4
- Cheques-Lists Deposited-See Cheques ..... 4
- Contractor Open Accounts-Use Ledgers-Open Accounts ..... 4
- Security-See Vouchers ..... 4
- Ledgers-See Ledgers-Specific ... 4

## DESIGN:

- Buildings-Use Buildings-Plans .... 2
- Forms-See Forms Management ..... 1

## DESIGNATED EMPLOYEES: See Staff

- Relations-General ..... 5

## DESIGNATION:

- Bilingual Positions-See Bilingualism ..... 5

## DESTRUCTION:

- Equipment-See Disposal ..... 3
- Records-Use Records Management ... 1
- and See ..... Preface

## DEVELOPMENT:

- Land-See Lands-Development ..... 2
- Training-See Training and Manpower Planning-Career ..... 5

## DIGNITARIES: See Visits ..... 1

## DIRECTIVES:

- Cabinet-See Acts ..... 1
- Departmental-See Circulars ..... 1
- Personnel-See Regulations and Training ..... 5

## DISASTERS: See Emergency Measures . 1

## DISBURSEMENT: See Accounts and

- Accounting ..... 4

	Schedule
DISCIPLINE:	
- Boards or Courts of Inquiry .....	5
- Staff-See Staff Relations .....	5
DISKS: See Data Processing .....	3
DISMISSALS: See Retirements and Staff Relations-Adjudication .....	5
DISPLAYS: Use Information Services-Exhibits .....	1
DISPOSAL:	
- Buildings-See Buildings .....	2
- Equipment .....	3
- Files-See Records Management .....	1
- Personnel-See .....	Appendix
- Garbage-See Utilities .....	2
- Lands-See Lands .....	2
- Procedures .....	Appendix
- Records-See Records Management ..	1
- Ships-Use Ships .....	3
- Submissions .....	Appendix
- Vehicles-Use Vehicles .....	3
DISTRIBUTION: See Books and Maps ..	1
DITCHING: See Lands .....	2
DOCUMENT(S)(ATION):	
- Assigned Pay-See Pay .....	4
- Legal-See Buildings or Lands .....	2
- Security-See Security Clearances ..	1
- Vouchers-Use AP-Vouchers .....	4
DONATIONS: See Gifts .....	1
DORMANT RECORDS: .....	Preface
DOUKHOBORS: See Cultures .....	1
DRAFTING SERVICES: See Office Services .....	1
DRAINAGE: See Lands-Ditching .....	2
DRAPES: See Furniture .....	3
DRAWBACK(S):	
- & Refund Ledgers-See AR-Ledgers ..	4

	Schedule
DRAWINGS:	
- Buildings-Use-Buildings-Plans ....	2
- Equipment .....	3
DRESS: See Clothing .....	3
DRILLS:	
- Fire-See Buildings-Fires .....	2
DRUGS: See Medical Supplies .....	3
DRUMS: See Data Processing .....	3
DRY DOCKS: See Ships-Ocean .....	3
DUES:	
- Harbour-See Ledgers-Specific .....	4
DUPLICATION:	
- Records .....	Preface
- Services-See Office Services .....	1
DUTIES:	
- Personnel-Use Classification .....	5
- Tariffs-See Duties .....	4
"E"	
EARNINGS:	
- Financial-See Pay-Cards and-Lists .....	4
- Personnel-See Pay-Cards and Lists .....	4
EASEMENTS: See Lands-Lettings .....	2
EATING FACILITIES: See Cafeterias ..	1
EDITING: See Books .....	1
EDP: See Data Processing .....	1 & 3
EDUCATION:	
- Allowances-See Allowances .....	4
- Equipment .....	3
- Tuition Fees-Use AP-Vouchers .....	4
EFFECTS:	
- Transportation-See Transportation .....	1

## Schedule

EFFECTS: (cont'd)	
- Travel Expenses-See Travel .....	4
EFFICIENCY: See Manpower Planning-	
Performance Appraisal .....	5
ELECTION(S):	
- Political-See Politics .....	1
- Warrants-See Cheques-Election ....	4
ELECTRICAL WORKS: Use Utilities ...	2
ELECTRICITY:	
- Accounts-Use AP-Utilities .....	4
- Installations-See Utilities .....	2
ELECTRONIC DATA PROCESSING:	
See Data .....	1
ELEVATOR SERVICES: See Buildings ..	2
ELIGIBILITY: See Competitions .....	5
EMBLEMS:	
- General-See Badges .....	1
- Procurement, Issue-See Badges ....	3
EMERGENCIES: See Emergency	
Measures .....	1
EMERGENCY MEASURES:	
- General .....	1
- Civil Defence .....	1
- Demonstrations .....	1
- Disasters .....	1
- Evacuation .....	1
- National Survival .....	1
- Riots-See E.M.-Demonstrations ....	1
EMPLOYEES:	
- Designated-See Staff Relations-	
General .....	5
- Earnings Records-Financial-	
See Pay-Cards .....	4
- Earnings Records-Personnel-	
See Pay-Cards .....	4
- Employment .....	5
- Files-See .....	Appendix

## Schedule

EMPLOYEES: (cont'd)	
- Loans-Ledgers-See Ledgers-	
Specific .....	4
- Personnel Abroad-	
Use AP-Vouchers .....	4
- Management Relations-See Staff	
Relations-General .....	5
- Unions-See Staff Relations .....	5
EMPLOYERS:	
- Use of Facilities-See Staff	
Relations-Union Relations .....	5
EMPLOYMENT:	
- General .....	5
- Advertising .....	5
- Applications .....	5
- Casual .....	5
- Consultants-Use Employment-	
General .....	5
- Corps of Commissionaires .....	5
- Prevailing Rate .....	5
- Professional .....	5
- Recruitment .....	5
- Scientific .....	5
- Seasonal-Use Employment-General ..	5
- Sessional-Use Employment-General .	5
- Summer Students .....	5
- Terms and Conditions-Use Staff	
Relations-Collective Agreements ..	5
ENCUMBRANCES:	
- General .....	4
- Adjustments .....	4
- Cards-Use Encumbrances-General ...	4
- Individual .....	4
- Ledgers .....	4
- Listings-See Statements-AP & R ...	4
- Runs-Use Statements- AP & R .....	4
- Sub-allotment-See Encumbrances-	
Transfers .....	4
ENQUIRY: See under INQUIRY	
ENTERTAINMENT:	
- Allowances-See Allowances .....	4
- Funds-Use Allowances .....	4
- Personnel .....	5

## Schedule

## EQUIPMENT:

- General .....	3
- Accidents-See Accidents .....	1
- Accounting .....	3
- Address Cards-See Stationery .....	3
- Aircraft .....	3
- Armament .....	3
- Arms .....	3
- Automation-See Data Processing ..	3
- Aviation .....	3
- Badges .....	3
- Beds-See Furniture .....	3
- Building Materials .....	3
- Calculators-See Office Appliances .....	3
- Cameras-See Microfilming and Photographic .....	3
- Catalogues .....	3
- Cataloguing-See Labelling .....	3
- Chairs-See Furniture .....	3
- Clothing .....	3
- Condemnation-See Disposal .....	3
- Contracts-General- See Procurement .....	3
- Demands-See Procurement .....	3
- Financial-Use Contracts and AP-Vouchers .....	4
- Data Processing .....	3
- Destruction-See Disposal .....	3
- Disposal .....	3
- Drawings .....	3
- Educational .....	3
- Emblems-See Badges .....	3
- Filing Cabinets-See Furniture ....	3
- Film-See Microfilming and Photographic .....	3
- Flags-See Badges .....	3
- Foods .....	3
- Forms .....	3
- Furniture/Furnishings .....	3
- Hand Punches-See Stationery .....	3
- Identification-See Cataloguing ..	3
- Inventories-See Accounting .....	3
- Issue-General .....	3
- Voucher-See Vouchers-Stores ....	4
- Labelling .....	3
- Loans .....	3
- Maintenance .....	3
- Manuals-See Catalogues .....	3
- Manufacture .....	3

## Schedule

## EQUIPMENT: (cont'd)

- Medical .....	3
- Microfilming .....	3
- Office Appliances .....	3
- Paper-See Stationery .....	3
- Photographic .....	3
- Price Lists-See Catalogues .....	3
- Procurement .....	3
- Production-See Manufacture .....	3
- Purchases-General- See Procurement .....	3
- Financial-See AP & Contracts ...	4
- Repairs-See Maintenance .....	3
- Requisitions .....	3
- Sale .....	3
- Security-See Furniture .....	3
- Physical .....	1
- Specifications-See Drawings .....	3
- Standing Offer Agreements .....	3
- Stationery .....	3
- Surplus-See Disposal .....	3
- Tape Recorders-See Office Appliances .....	3
- Technical .....	3
- Typewriters-See Office Appliances .....	3
- Vehicles .....	3
- Vouchers-See Vouchers-Stores ....	4
- Write-offs-See Disposal .....	3

## ESKIMO LOAN LEDGERS: See Ledgers-

Specific .....	4
----------------	---

## ESPIONAGE: See Security-

Subversive .....	1
------------------	---

## ESTABLISHMENT:

- General .....	5
- Ledgers-See Ledgers-Specific ....	4
- Listings-See Statements-AP & R ...	4
- Runs-Use Statements-AP & R .....	4
- Statements-See Statements-AP & R .	4

## ESTATE:

- Indian Sheets-Use Ledgers-Indian .	4
- Retirement Fund-Use Pay-Accounts .	4

## ESTIMATES:

- General .....	4
- Forecasts-See Program Forecasts ..	4



## Schedule

ESTIMATES: (cont'd)	
- Machine Runs-Use Statements-	
AP & R .....	4
- Manpower-Use Establishments and	
Manpower Planning .....	5
EVACUATION: See Emergency	
Measures .....	1
EVALUATION: See Manpower Planning-	
Performance Appraisal .....	5
EXAMINATIONS: See Competitions ....	5
EXCAVATIONS: See Lands .....	2
EXCHANGE:	
- Information-See Security-	
Information .....	1
- Personnel .....	5
- Rate Sheets-See Banks .....	4
EXCISE: See Duties .....	4
EXCLUSIONS:	
- Managerial and Confidential-See	
Staff Relations-Managerial .....	5
EXECUTIVES:	
- Career Development-See Manpower	
Planning-Career Management .....	5
EXERCISES: See Emergency	
Measures .....	1
EXHIBIT(S)(IONS): See Information	
Services .....	1
EXPENDITURES:	
- General-See AP .....	4
- Accounts-See AP .....	4
- Classification of-Use Statements-	
Accounting Miscellaneous .....	4
- Ledgers-See AP-Ledgers .....	4
- Listings-See Statements-AP & R ...	4
- Statements-See Statements-AP & R .	4
- Travel-See Travel .....	4
EXPENSE CLAIMS: See Travel .....	4

## Schedule

EXPERIENCE WORK PROGRAMS: See	
Employment-Programs .....	5
EXPLOSIVES:	
- Accidents-See Accidents .....	1
EXPORTS: See Duties .....	4
EXPRESS: See Transportation-	
Freight .....	1
"F"	
FACINGS: See AP-Vouchers .....	4
FAIRS: See Information Services-	
Exhibits .....	1
FALL-OUT: See Buildings-	
Protection .....	2
FAMILY ALLOWANCE:	
- Ledgers-See Allowances-Ledgers ...	4
FARMING:	
- of Land-See Lands-Development ....	2
FARES: See Transportation-General .	1
FEDERAL:	
- Acts .....	1
- Agreements-General .....	1
- Finance .....	4
- Ledgers-See Agreements-	
Federal .....	4
- Co-operation .....	1
- Elections-See Politics .....	1
- Legislation-See Acts .....	1
- Politics-See Politics .....	1
- Taxes-See Taxes .....	4
FEDERATIONS: See Associations .....	1
FEES:	
- Accounts Individual-See AP-	
Services rendered .....	4
- Consultants, etc. ....	4
- Tuition-Individual-Use AP-	
Vouchers .....	4
- Subject-Use Allowances .....	4

## Schedule

FELLOWSHIPS: See Scholarships .....	5
FENCING: See Lands .....	2
FILE(S):	
- Cabinets-See Furniture .....	3
- Destruction-Use Records Management .....	1
- Disposal-See Records Management ..	1
- Forms Functional-See Forms .....	1
- Pay-See Pay-Files .....	4
- Personnel-See Personnel Files ....	5
- and .....	Appendix
- Terminated Employees .....	Appendix
- Pay-See Pay .....	4
FILMS:	
- General-See Information Services-Motion Pictures .....	1
- Equipment-See Microfilming and Photographic .....	3
- Microfilming-General .....	Appendix
- Strips-See Library Services .....	1
FINANCE:	
- General .....	4
- Accounts-General .....	4
- Cafeterias-See Cafeterias .....	1
- Payable .....	4
- Receivable .....	4
- Agreements .....	4
- Allotments .....	4
- Allowances .....	4
- Arrangements-See Arrangements ....	4
- Associations-See Associations ....	4
- Audits .....	4
- Banks .....	4
- Boards of Inquiry-See Boards of ..	1
- Bonding .....	4
- Budgets .....	4
- Cafeterias-See Cafeterias .....	1
- Canteens-See Cafeterias .....	1
- Cash Accounting .....	4
- Cheques-General .....	4
- Pay-See Pay-Lists .....	4
- Claims .....	4
- Coding .....	4
- Contracts-General .....	4
- Vouchers-See AP-Vouchers .....	4
- Credit-See AR-Credit .....	4

## Schedule

FINANCE: (cont'd)	
- Duties .....	4
- Encumbrances .....	4
- Estimates .....	4
- Expenditures-See Accounts Payable .....	4
- Fees .....	4
- Forecasts-See Program Forecasts ..	4
- Funds .....	4
- Grants .....	4
- Imprest Accounts .....	4
- Insurance .....	4
- Investigations-See Investigations .....	1
- Ledgers .....	4
- Orders-See Regulations .....	4
- Pay .....	4
- Petty Cash .....	4
- Plans-Use Estimates .....	4
- Postage Accounts .....	4
- Program Forecasts .....	4
- Receipts-General .....	4
- Cheques-See Cheques .....	4
- Refunds-See AP-Vouchers .....	4
- and AR-Credit:-Ledgers .....	4
- Registers-See Ledgers .....	4
- Regulations .....	4
- Revenue-See Accounts Receivable ..	4
- Signing Authority .....	4
- Statements .....	4
- Summaries-See Statements .....	4
- Tariffs-See Duties .....	4
- Taxes-General .....	4
- Income-See Income Tax .....	5
- Travel .....	4
- Vouchers-General .....	4
- See also AP-Vouchers:	
AR-Vouchers:	
Cheques-Vouchers, etc.:	4
FINGERPRINTING: See Security-Identification .....	1
FIRES:	
- General-See Buildings .....	2
- Boards of Inquiry-See Boards of ..	1
- Drills-See Buildings-Fires .....	2
- Emergencies-See Emergency Measures-Disasters .....	1



## Schedule

FIRES: (cont'd)	
- Firefighting Equipment-See Technical .....	3
- Investigations-See Investigations .....	1
- Precautions-See Buildings-Fires ..	2
- Prevention-See Buildings-Fires ...	2
- Regulations-See Buildings-Fires ..	2
- Reports-See Buildings-Fires .....	2
FIRMS:	
- General-See Corporations .....	1
- Accounts-See AP-Commercial Firms ..	4
- Contracts-Use Contracts .....	4
FIRST AID: See Health .....	5
FISHERMEN:	
- Indemnity Fund Ledger-See Ledgers-Specific .....	4
FLAGS:	
- General-See Badges .....	1
- Procurement, Purchase, Issue-See Badges .....	3
FLEXIBLE HOURS: See Hours of Work ..	5
FLOODS:	
- Buildings-See Buildings-Protection .....	2
- Control-See Lands .....	2
- Emergencies-See Emergency Measures-Disasters .....	1
- Protection-See Buildings-Protection .....	2
FLOW CHARTS: See Management Services .....	1
FLOWERS: See Funds-Non-public .....	4
FOODS: .....	3
FORECASTS:	
- Financial-See Program .....	4
- Personnel-Use Establishments and Manpower Planning .....	5

## Schedule

FOREIGN:	
- Acts .....	1
- Agreements .....	1
- Co-operation .....	1
- Legislation-See Acts .....	1
- Liaison-See Co-operation .....	1
- Service Allowances-See Allowances .....	4
FORM(S):	
- General .....	1
- Cheques-A43B Series-Use Cheques-Lists-General .....	4
- T.A. Sheets-Use Cheques-Receipts .....	4
- Encumbrance-Use Encumbrances-Adjustments .....	4
- Income Tax T.4 and TP.4 Returns-See Pay .....	4
- Leave-See Leave and Note .....	5
- Letters-See Correspondence Management .....	1
- Management .....	1
- Procurement, Issue-See Forms .....	3
- Receipts-See AR-Vouchers .....	4
- Security Deposit and Release-See Vouchers .....	4
FREIGHT: See Transportation .....	1
FUELS:	
- General .....	3
- Installations-See Utilities .....	2
- Procurement, Issue-See Fuels .....	3
FUNCTIONS:	
- Management-Use Management Services .....	1
- Organization-See Organization .....	1
FUNDS:	
- General .....	4
- Consolidated Ledger-Use Ledgers-General .....	4
- Entertainment-Use Allowances .....	4
- Flower-See Funds-Non-public .....	4
- Gift-See Funds-Non-public .....	4
- Indian Savings-See Ledgers-Indian .....	4
- Ledgers-See Ledgers-Specific .....	4

## Schedule

FUNDS: (cont'd)	
- Non-public .....	4
- Refunds-General-See AP-Vouchers	
and AR-Credit .....	4
- Ledgers-See AR-Ledgers .....	4
- Retirement-See Pay-Accounts .....	4
- Schools .....	4
- Superannuation-See Pay-Accounts	
and-Lists .....	4
- Transfers-See Banks-Vouchers .....	4
- Trust-Indian-See Ledgers-Indian ..	4
- Ledgers-See Ledgers-Specific ...	4

FURLOUGH LEAVE: See Leave ..... 5

FURNISHINGS: See Furniture ..... 3

FURNITURE: ..... 3

## "G"

GARBAGE DISPOSAL: See Utilities ... 2

GARDENING: See Lands-Landscaping .. 2

## GAS:

- Accounts-Use AP-Utilities .....	4
- Concessions-Use Lands-Lettings ...	2
- Procurement, Supply-See Fuels ....	3
- Utilities-See Utilities .....	2

## GASOLINE:

- General-Use Fuels .....	3
- Utilities-See Utilities .....	2

## GIFT(S):

- General .....	1
- Funds-See Funds-Non-public .....	4

GOVERNMENT: See also under

## SUBJECTS

- Central Control Ledgers-	
See Ledgers .....	4
- Co-operaion .....	1
- War Book-See Emergency Measures ..	1

GRANTS: ..... 4

## GRADING:

- of Land-See Lands-Development .... 2

## Schedule

## GRATUITY:

- Cash-See Pay-Statements ..... 4

GREETINGS: See Appreciation ..... 1

## GRIEVANCES:

- General-See Staff Relations-	
Appeals .....	5
- Adjudication-See Staff Relations-	
Adjudication .....	5

## GROUNDS:

- General-Use Lands .....	2
- Security-See Security-Physical ...	1

GUARDS: See Security-Physical ..... 1

GUIDE LETTERS: See Correspondence  
Management ..... 1

## "H"

HAND PUNCHES: See Stationery ..... 3

## HARBOUR:

- Dues Ledger-See Ledgers-	
Specific .....	4

HARDWARE: See Building Materials .. 3

HEADS OF STATE: See Visits ..... 1

HEALTH: ..... 5

## HEATING:

- Fuels-See Fuels .....	3
- Installations-See Utilities .....	2
- Plants-See Equipment-Technical ...	3
- Utilities-See Utilities-	
Plumbing .....	2
- Working Conditions .....	5

HIGHWAYS: See Lands-Roads ..... 2

## HISTORIC(AL):

- Matters .....	1
- Monuments-See Lands-Historical ...	2
- Records .....	Preface & Appendix
- Sites-See Lands-Historical .....	2

## Schedule

HOLDING POSITIONS: See  
Classification ..... 5

## HOLDBACK:

- Ledgers-See Ledgers-Specific ..... 4

## HOLIDAYS:

- General-See Leave ..... 5  
- Celebrations-See Ceremonies ..... 1  
- Special Occasions-See  
Appreciation ..... 1

## HOLLERITH:

- Runs-General-Use Statements-  
AP & R ..... 4  
- Special-Use Statements-  
Accounting Miscellaneous ..... 4

## HONORARY APPOINTMENTS: See

Appointments ..... 5

## HONOURS AND AWARDS:

- General ..... 5  
- Decorations ..... 5  
- Incentive Awards ..... 5  
- Investitures ..... 5  
- Long Service ..... 5  
- Medals ..... 5  
- Suggestions ..... 5

## HOSPITAL:

- Accounts-See Accounts Payable .... 4  
- Equipment-See Technical ..... 3  
- Insurance-See Insurance ..... 5

## HOTELS:

- Reservations-See Transportation .. 1

## HOURS OF WORK:

- General ..... 5  
- Cafeterias-See Cafeterias ..... 1  
- Canteens-See Cafeterias ..... 1  
- Collective Agreements-Use Staff  
Relations ..... 5  
- Statements-See Salaries-  
Prevailing Rates ..... 5

HOUSEHOLD: Furniture ..... 3

HOUSEKEEPING RECORDS: ..... Preface

## Schedule

HYDRO POWER: See Utilities ..... 2

## "I"

"I" CARDS: See Security-

Identification ..... 1

ICEBREAKERS: See Ships ..... 3

## IDENTIFICATION:

- Bilingual Positions-See  
Bilingualism ..... 5  
- Cards-See Security-  
Identification ..... 1  
- Equipment-See Labelling ..... 3  
- Security ..... 1

IMMUNIZATION: See Health ..... 5

IMPORTS: See Duties ..... 4

## IMPREST ACCOUNTS:

- Bank-Cards-Use AP-Ledgers ..... 4  
- Statements-See Banks-  
Statements ..... 4  
- Cheque-Use Banks-Statements ..... 4  
- Ledgers-See AP-Ledgers ..... 4  
- Vouchers-See AP-Vouchers ..... 4

INAUGURATIONS: See Ceremonies ..... 1

INCENTIVE AWARD PLAN: See Honours . 5

## INCOME TAX:

- General ..... 5  
- TD.1s-See Income Tax ..... 5  
- T.4s and TP.4s Returns-See Pay ... 4

INCREASES: See Salaries ..... 5

## INDEMNITY:

- Fishermen's Fund-See Ledgers-  
Specific ..... 4

## INDIANS:

- General-See Cultures ..... 1  
- Land Sales-See Ledgers-Indian .... 4  
- Savings-See Ledgers-Indian ..... 4  
- Timber Sales-See Ledgers-Indian .. 4  
- Trust Fund-See Ledgers-Indian .... 4

## Schedule

INDICES: See Records Management ...	1
INDUSTRIAL: See Security .....	1
INFORMATION:	
- General .....	1
- Exchange-See Security .....	1
- Intelligence-Use Reports .....	1
- Management Systems-See Management Services .....	1
- Release-See Security .....	1
- Services .....	1
- Statistics-Use Reports .....	1
INJURIES: See Accidents .....	5
INOCULATIONS: Use Health .....	5
INQUIRY(IES):	
- Board of-See Boards of .....	1
and - Discipline .....	5
- Corporations-See Corporations ....	1
- Courts of-See Boards of .....	1
and - Discipline .....	5
- Information Services .....	1
- Investigations-Use Investigations .....	1
- Parliament-See Parliament .....	1
- Personnel-See Inquiries .....	5
- Royal Commissions-See Parliament .	1
INSIGNIAS:	
- General-See Badges .....	1
- Procurement, Issue-Use Badges ....	3
INSPECTIONS:	
- Aircraft-See Aircraft .....	3
- Security-See Security-Reports ....	1
- Visits-Use Visits .....	1
INSTALLATIONS:	
- Utilities-See Utilities .....	2
INSTITUTES: See Associations and Cafeterias .....	
1	
INSTRUCTIONS:	
- General-Use Circulars .....	1
- Emergency Measures-See Emergency Measures .....	1

## Schedule

INSTRUCTIONS: (cont'd)	
- Vehicles-See Vehicles .....	3
INSURANCE:	
- Finance .....	4
- Personnel .....	5
- Unemployment .....	5
- Workmen's Compensation- See Accidents .....	5
INTELLIGENCE: See Reports .....	1
INTERCOMMUNICATIONS:	
- Communications .....	1
- Installations-See Utilities- Telecommunications .....	2
INTERNATIONAL AFFAIRS: .....	1
INTERPRETATIONS:	
- Collective Agreements-See Staff Relations .....	5
INTOXICATION: See Staff Relations- Discipline .....	5
INVENTIONS: .....	1
INVENTORIES:	
- Equipment-See Accounting .....	3
- Manpower-See Manpower Planning ...	5
- Property-See Accounting .....	2
INVESTIGATIONS:	
- General .....	1
- Personnel-See Discipline .....	5
INVESTITURES: See Honours .....	5
INVESTMENT:	
- Ledgers-See Ledgers-Specific ....	4
INVITATIONS:	
- Associations, Clubs, etc. ....	1
- Lectures-See Information Services-Lectures .....	1
INVOICES:	
- Accounts-See Accounts Payable and Accounts Receivable .....	4





## Schedule

LAUNCHES: See Ships .....	3
LAUNDERING: See Clothing .....	3
LAWS: Use Acts .....	1
LAY-OFFS: See Retirements .....	5
LEAGUES: See Associations .....	1
LEASES:	
- Buildings-See Buildings-	
Acquisition: and-Legal .....	2
- Lands-See Lands-Acquisition	
and-Legal .....	2
- Lettings-See Lands .....	2
- Utilities-See Utilities .....	2
LEAVE:	
- General .....	5
- Adjudication-See Staff Relations .	5
- Applications-See Leave and	
Note .....	5
- Forms-See Leave and Note re .....	5
LECTURE(S)(ERS):	
- General-See Information Services .	1
- Briefings-See Briefings .....	1
- Speeches-See Information	
Services .....	1
LEDGERS: (and Registers)	
- General .....	4
- Accounts Payable-See AP-Ledgers ..	4
- Accounts Receivable-See	
AR-Ledgers .....	4
- Allotment-See Allotments-Ledgers .	4
- Allowances-See Allowances-	
Ledgers .....	4
- Annuitants Cards-See Pay-Cards ...	4
- Benefit-Veterans'-See Ledgers-	
Specific .....	4
- Canadian Pension Commission-	
See Ledgers-Specific .....	4
- Cash-Blotters-See Cash	
Accounting-Ledgers .....	4
- Books-See Cash Accounting-	
Ledgers .....	4
- Summaries Receipts Registers-	
See Cash Accounting-Ledgers ....	4

## Schedule

LEDGERS: (and Registers) (cont'd)	
- Central Control .....	4
- Cheque-Use Cheques-Registers .....	4
- Consolidated Fund-Use Ledgers-	
General .....	4
- Contract-See Contracts-Ledgers ...	4
- Control Central-See Ledgers-	
Central Control .....	4
- Encumbrance-See Encumbrances-	
Ledgers .....	4
- Eskimo Loan-See Ledgers-Specific .	4
- Establishment-See Ledgers-	
Specific .....	4
- Expenditure-See AP-Ledgers .....	4
- Family Allowance-See	
Allowances-Ledgers .....	4
- Federal-Provincial-See	
Agreements-Federal .....	4
- Fishermen's Indemnity Fund-	
See Ledgers-Specific .....	4
- Harbour Dues-See Ledgers-	
Specific .....	4
- Holdback-See Ledgers-Specific ....	4
- Imprest Account-See AP-Ledgers ...	4
- Indian-Land-See Ledgers-Indian ...	4
- Savings-See Ledgers-Indian ....	4
- Timber-See Ledgers-Indian .....	4
- Trust-See Ledgers-Indian .....	4
- Invoice-See Ledgers-Specific .....	4
- Journal Voucher-See Vouchers-	
Journal .....	4
- Land Sales Indian-See Ledgers-	
Indian .....	4
- Loans-Employees-See Ledgers-	
Specific .....	4
- Investments-See Ledgers-	
Specific .....	4
- Miscellaneous-Use Ledgers-	
General .....	4
- Old Age Security-See Ledgers-	
Specific .....	4
- Open Accounts-See Ledgers-	
Specific .....	4
- Pension Cards-Use Ledgers-CPC ....	4
- Postage-See Postage Accounts-	
Ledgers .....	4
- RCAF Treasury Account Cards-	
See Ledgers-Specific .....	4
- Record of Legal Payments-See	
Ledgers-Specific .....	4

## Schedule

LEDGERS: (and Registers) (cont'd)	
- Refund-General-See AR-Ledgers	4
- Drawback-See AR-Ledgers	4
- Revenue-Use AR-Ledgers	4
- Savings Indian-See Ledgers-	
Indian	4
- Security Deposit-See Ledgers-	
Specific	4
- Soldier Settlement-See Ledgers-	
Specific	4
- Stock Sheets-Use Ledgers-General	4
- Suspense-See Accounts and	
Accounting-Suspense	4
- Timber Sales Indian-See Ledgers-	
Indian	4
- Travel Advance-See Travel-	
Ledgers	4
- Treasury Bills-See Ledgers-	
Specific	4
- Trust-See Ledgers-Specific	4
- Veterans' Benefit-See Ledgers-	
Specific	4
- War Veterans' Allowance-See	
Allowances-Ledgers	4
- Wharfage Books-See Cash	
Accounting-Ledgers	4

## LEGAL:

- General-Use Legal Matters	1
- Boards and Courts of Inquiry	1
- Documents-See Buildings and/or	
Lands	2
- Investigations-See	
Investigations	1
- Matters	1
- Payments Made Record-See	
Ledgers-Specific	4

LEGISLATION: See Acts	1
-----------------------	---

## LETTERS:

- Acknowledgement-See Receipts	4
- Appreciation-See Appreciation	1
- Circular-See Circulars	1
- Credit-Use AR-Credit	4
- Form-See Correspondence	
Management	1
- Guide-See Correspondence	
Management	1
- Personnel-See Inquiries	5

## Schedule

LETTINGS AND CONCESSIONS: See	
Lands	2

LIABILITY: Use Claims	4
-----------------------	---

LIAISON: See Co-operation	1
---------------------------	---

## LIBRARY SERVICES:

- General	1
- Material	Preface

## LICENCES:

- General	1
- Parking Permit Tickets-See	
Licences-Passes	1
- Vehicles-See Vehicles-	
Registration	3

## LIFE:

- Insurance-See Insurance	5
- Saving Equipment-See Technical	3

## LIGHT(ING):

- General-See Utilities	2
- Accounts-See AP-Utilities	4
- Working Conditions	5

LIMITATIONS:	Preface
--------------	---------

## LISTS: (See also Ledgers)

- Advance Listings-Use Statements-	
Accounting Miscellaneous	4
- Cheques-General-See	
Cheques-Lists	4
- Cancelled-See Cheques-Lists	4
- Daily Runs-Use Cheques-Lists	4
- Deposited to Banks-See	
Cheques-Lists	4
- Pay-Financial-See Pay-Lists	4
- Personnel-See Pay-Lists	4
- Returned-See Cheques-Lists	4
- Superannuation and Pension-	
See Pay-Lists	4
- Unclaimed-Use Cheques-Lists	4
- Returned-Cancelled	4
- Deduction Annuitants-See	
Pay-Lists	4
- Remittance-See Pay-Lists	4
- Eligibility-See Competitions	5
- Equipment-See Catalogues	3



## Schedule

## LISTS: (cont'd)

- Expenditure-Use Statements-  
AP & R ..... 4
- Files Destroyed-See Records  
Management ..... 1
- and ..... Preface
- Inventory-Use Accounting ..... 3
- Mailing-See Mail ..... 1
- Nominal Rolls ..... 5
- Pay-Financial-See Pay-Lists ..... 4
- Personnel-See Pay-Lists ..... 4
- Price-See Catalogues ..... 3
- Signing Authority-Correspondence  
Management ..... 1
- Financial ..... 4
- Slaughtered Animals-Use  
AP-Vouchers ..... 4

## LIVING ALLOWANCE:

- General-Use Allowances ..... 4
- Pay-See Paylists-Classified ..... 4

## LOANS:

- Advances-Personnel Abroad-Use  
AP-Vouchers ..... 4
- Ledgers-See Ledgers-Specific ... 4
- Equipment ..... 3
- Eskimo Ledgers-See Ledgers-  
Specific ..... 4
- Investment Ledgers-See  
Ledgers-Specific ..... 4
- Personnel-See Exchanges ..... 5
- Abroad Advances-Use  
AP-Vouchers ..... 4
- Advances Ledgers-See Ledgers ... 4

## LOCAL PURCHASE ORDERS:

- Accounts-See AP-Vouchers ..... 4
- Equipment-See Procurement ..... 3

## LOCALLY ENGAGED EMPLOYEES:

- Earnings Records Cards-Financial-  
See Pay-Cards ..... 4
- Personnel-See Pay-Cards ..... 4
- Paylists-Financial-See Pay-Lists . 4
- Personnel-See Pay-Lists ..... 4
- Pension Records-See Pay ..... 4

## Schedule

## LOCATION:

- Buildings-See Buildings-  
Addresses ..... 2
- Records ..... Preface

## LOG BOOKS:

- Ships-Use Ships ..... 3
- Vehicles-See Vehicles-Individual . 3

LONG SERVICE: See Honours ..... 5

## LOSSES:

- Boards and Courts of Inquiry ..... 1
- Investigations ..... 1

## LOST:

- Cheques-Statutory Declarations-  
See Cheques ..... 4

## LUBRICANTS:

- General-See Fuels ..... 3
- Installations-See Utilities ..... 2

LUMBER: See Building Materials .... 3

"M"

## MACHINE RUNS: (Financial)

- General-Use Statements-AP & R .... 4
- Abstract-Use Statements-AP & R ... 4
- Binders-Use Statements-AP & R .... 4
- Divisional-Use Statements-AP & R . 4
- Encumbrance-Use Statements-  
AP & R ..... 4
- Establishment-Use Statements-  
AP & R ..... 4
- Estimates-Use Statements-AP & R .. 4
- Hollerith-General-Use Statements-  
AP & R ..... 4
- Special-Use Statements-  
Accounting Miscellaneous ..... 4
- Object-Use Statements-AP & R ..... 4
- Primary-Use Statements-AP & R .... 4
- Quartermaster Analysis-Use State-  
ments-Accounting Miscellaneous ... 4
- Refund of Source-Use Statements-  
AP & R ..... 4
- Source-Use Statements-AP & R ..... 4
- Vote-Use Statements-AP & R ..... 4

## Schedule

MACHINES: See Office Appliances ... 3

## MAGAZINES:

- General-See Information Services-Newspapers ..... 1
- Explosive Accidents-Use Accidents ..... 1
- Library-Use Library Services ..... 1

MAGNETIC TAPES: See Data

Processing ..... 3

## MAIL:

- General ..... 1
- Accounts Ledgers-See Postage Accounts ..... 4
- Contractors' Certificates-Use Contracts ..... 4
- Land Service Certificates-Use Contracts ..... 4
- Mailing Addresses ..... 1
- Registered Mail-See Mail-Registers ..... 1

## MAINTENANCE:

- Buildings-See Buildings ..... 2
- Equipment-See Equipment ..... 3
- Vehicles-See Vehicles ..... 3

## MANAGEMENT:

- Correspondence ..... 1
- Employee Relationship-See Staff Relations-General ..... 5
- Forms ..... 1
- Services ..... 1

## MANAGERIAL:

- Exclusions-See Staff Relations ... 5

MANPOWER PLANNING: ..... 5

## MANUALS:

- Books and Publications-Use Books . 1
- Equipment-See Catalogues ..... 3

MANUFACTURE: ..... 3

MANUSCRIPTS: See Information

Services-Articles ..... 1

## Schedule

MAPS: ..... 1

MARRIAGE ALLOWANCE: See

Allowances ..... 4

## MATERIALS:

- General-Use Equipment ..... 3
- Building-See Building ..... 3

MATERNITY LEAVE: See Leave ..... 5

## MEASUREMENT:

- Work-Use Management Services ..... 1

MEDALS: See Honours ..... 5

## MEDICAL:

- General-See Health ..... 5
- Insurance-See Insurance ..... 5
- Supplies-General ..... 3
- Equipment-See Technical ..... 3

MEETINGS: See Committees ..... 1

MEMBERSHIP: See Associations ..... 1

MENNONITES: See Cultures ..... 1

MENUS: See Cafeterias ..... 1

MERIT: See Honours ..... 5

MESSES: See Cafeterias ..... 1

METIS: See Cultures ..... 1

## MICROFILM(ING):

- General ..... Appendix
- Equipment-See Microfilming and Photographic ..... 3

MILEAGE: See Travel-

Expense Claims ..... 4

## MINUTES:

- Associations, Clubs-See Associations ..... 1
- Committees-See Committees ..... 1
- Treasury Board-See Acts ..... 1

	Schedule
MISCONDUCT: See Staff Relations-Discipline .....	5
MISSIONS: See International Affairs .....	1
MISUSE:	
- of Government Property-See Staff Relations-Discipline .....	5
MONUMENTS: See Lands-Historical ...	2
MOTION PICTURES: See Information Services .....	1
MOTOR:	
- Fuels-See Fuels .....	3
- Transport-See Transportation ....	1
- Vehicles-Use Vehicles .....	3
MUNICIPAL:	
- Co-operation-See Co-operation ....	1
- Taxes-See Taxes .....	4
MUSEUM MATERIAL: .....	Preface
"N"	
NATIONAL SURVIVAL:	
- General-See Emergency Measures ...	1
- Buildings-Use Buildings-Protection .....	2
NATURAL GAS: See Fuels .....	3
NAVIGATIONAL AIDS: See Technical ..	3
NEWS:	
- Advertising-See Information Services .....	1
- Broadcasts-See Information Services-Radio .....	1
- Clippings-See Information Services-Press .....	1
- Letters-See Information Services-Newspapers .....	1
- Papers-See Information Services and Library Services .....	1
- Releases-See Information Services-Press .....	1

	Schedule
NEWS: (cont'd)	
- Security-Use Security-Information .....	1
NOMINAL ROLLS: .....	5
NON-PUBLIC FUNDS: See Funds .....	4
NORTHERN ALLOWANCE: See Allowances .....	4
NOTARIES: See Legal Matters .....	1
NOTES: See AR-Credit .....	4
NOTICE:	
- of Disciplinary Action-See Staff Relations-Discipline .....	5
- Probationary-See Manpower Planning-Performance Appraisal ...	5
NUCLEAR BLASTS: See Buildings-Protection .....	2
"O"	
OATHS: .....	5
OBJECT:	
- Machine Runs-Use Statements-AP & R .....	4
- of Manual .....	Preface
OBSERVATION ACCOUNTS: Use AP-Vouchers .....	4
OFFERS:	
- Accommodation-Use Accommodation ..	2
- Buildings-See Buildings-Acquisition .....	2
- Lands-See Lands-Acquisition .....	2
- Space-Use Accommodation .....	2
- Standing Agreements-See Standing Offer Agreements .....	3
OFFICE:	
- Accommodation-Use Accommodation ..	2
- Appliances .....	3
- Commission of-See Legal Matters ..	1
- Furniture and Furnishings .....	3

## Schedule

## "P"

## Schedule

OFFICE: (cont'd)	
- Oaths of-See Oaths .....	5
- Surveys-See Management Services ..	1
- Services .....	1
OIL:	
- General-See Fuels .....	3
- Installations-See Utilities .....	2
OLD AGE SECURITY LEDGERS: See	
Ledgers-Specific .....	4
OPEN ACCOUNTS:	
- General-Use Ledgers-Specific .....	4
- Contractor Deposit-Use Ledgers-	
Open .....	4
- Ledgers-See Ledgers-Specific .....	4
- Registers-Use Ledgers .....	4
OPERATING INSTRUCTIONS: See	
Vehicles .....	3
OPERATIONAL RECORDS: .....	Preface
OPINIONS: See Legal Matters .....	1
ORDERS:	
- Administration-See Circulars .....	1
- Associations-See Associations .....	1
- In Council-See Acts .....	1
- Finance-See Regulations .....	4
- Personnel-See Regulations .....	5
- Purchase-See AP-Vouchers .....	4
- and Procurement .....	3
- Local-See AP-Vouchers .....	4
- and Procurement .....	3
- Security-See Security-	
Regulations .....	1
- Statutory-See Acts .....	1
ORGANIZATION: .....	1
OUTSTANDING ACHIEVEMENT: See	
Honours .....	5
OVERTIME: See Hours of Work	
and Leave .....	5

FACTS: See International Affairs ..	1
PAID:	
- Cheques-See Cheques-Actual .....	4
- Claims-Use AP-Vouchers .....	4
- Personal Accounts-Use	
AP-Vouchers .....	4
PAINTING(S):	
- General-Use Furniture .....	3
- Buildings-Use Buildings-	
Maintenance .....	2
PAMPHLETS:	
- General-See Books .....	1
- Corporations-See Corporations ....	1
PANELS: See Committees .....	1
PAPER: See Stationery .....	3
PARKING AREAS:	
- General-See Lands .....	2
- Permit Tickets-See Licences .....	1
PARLIAMENT:	
- Inquiries .....	1
- Commissions .....	1
- Royal Commissions .....	1
PART-TIME EMPLOYEES:	
- Earnings Records Cards-Financial-	
See Pay-Cards .....	4
- Earnings Records Card-	
Personnel-See Pay-Cards .....	4
- Exclusions from Collective	
Bargaining Agreements-See	
Staff Relations-Managerial .....	5
- Paylists-Financial-See Pay-Lists .	4
- Personnel-See Pay-Lists .....	4
PASSAGE: See Transportation-	
General .....	1
PASSES:	
- General-See Licences .....	1
- Accreditations .....	5
- Admission-See Licences .....	1
- Buildings-See Security .....	1
- Credentials-See Accreditations ...	5

## Schedule

PASSES: (cont'd)	
- Parking Permit Tickets-	
See Licences .....	1
- Systems-See Security-	
Identification .....	1
- Transportation-Use	
Transportation .....	1
PASSPORTS: .....	5
PATENTS: See Inventions .....	1
PATROL CRAFT: See Ships .....	3
PAY:	
- General-Financial-See Pay .....	4
- Personnel-See Salaries .....	5
- Acting-See Salaries .....	5
- Allowances-Family-See	
Allowances-Ledgers .....	4
- Living-Financial-See Pay-Lists ..	4
- Personnel-See Pay-Lists .....	4
- RCMP Forms-See Pay-	
Allowances .....	4
- War Veterans'-See Allowances-	
Ledgers .....	4
- Annuitants-Deduction Lists-	
See Pay-Lists .....	4
- Ledger Cards-See Pay-Cards .....	4
- Terminated-See Pay-Files .....	4
- Assigned .....	4
- Authorizations-Annuitants-See	
Pay-Files .....	4
- Payroll-See Pay-Payroll .....	4
- RCMP Forms-See Pay-Allowances ..	4
- Canada Savings Bonds Pledges .....	4
- Cash Gratuity-See Pay-Statements ..	4
- Casual-Financial-See	
Pay-Cards-Lists .....	4
- Personnel-See Pay-Cards-Lists ..	4
- Collective Agreements-Use	
Staff Relations .....	5
- Death Benefits .....	5
- Deductions-Annuitants-See	
Pay-Lists .....	4
- Lists-See Pay-Lists .....	4
- Payroll-See Pay .....	4
- RCMP Authorizations-See	
Pay-Allowances .....	4
- Remittance-See Pay-Lists .....	4

## Schedule

PAY: (cont'd)	
- Earnings Records-Cards-Financial-	
See Pay-Cards .....	4
- Personnel-See Pay-Cards .....	4
- Statements-See Pay-Statements ..	4
- Lists-Financial-See Pay-Lists .....	4
- Personnel-See Pay-Lists .....	4
- Pension Cheque Lists-See Pay-	
Lists-Superannuation .....	4
- Records Locally Engaged .....	4
- Prevailing Rates-Financial-	
See Pay-Cards .....	4
- Personnel-See Pay-Cards .....	4
- Refund Records .....	4
- Retirement Fund Accounts-	
See Pay-Accounts .....	4
- Roll .....	4
- Staff Certificates-Financial .....	4
- Personnel-See Salaries .....	5
- Statements-Annuitants Earnings ...	4
- Cash Gratuity .....	4
- Earnings Records .....	4
- Stoppages-See Salaries-Pay .....	5
- Superannuation-Accounts-See	
Pay-Accounts .....	4
and Pension-See Pay-Lists .....	4
- TD.1 and T.4-See Income Tax .....	5
- T.4 and TP.4 Returns-See Pay .....	4
PAYLISTS: See Pay-Lists .....	4
PAYMENT(S):	
- General-Use AP-Vouchers .....	4
- Bank-Use AP-Vouchers .....	4
- Controls-Use Allotments-Ledgers ..	4
- Death Benefit-See Pay .....	4
- Documents-Use AP-Vouchers .....	4
- Lamb-Use AP-Vouchers .....	4
- Pension Cheque Lists-See	
Pay-Lists-Superannuation .....	4
- Progress-See AP-Vouchers .....	4
- Record of Legal-See Ledgers-	
Specific .....	4
- Subsidy-Use AP-Vouchers .....	4
- Superannuation Cheque Lists-	
See Pay-Lists .....	4
PENNANTS:	
- General-See Badges .....	1
- Procurement-See Badges .....	3



## Schedule

## PENSIONS:

- Canadian Pension Commission-  
See Ledgers ..... 4
- Locally Engaged Personnel-  
See Pay-Pension ..... 4
- Superannuation-See Pay-Lists ..... 4  
and Personnel ..... 5

## PERFORMANCE:

- Measurement-See Management  
Services ..... 1
- Review-See Manpower Planning-  
Performance Appraisal ..... 5

## PERIODICALS: See Library Services-

- Newspapers ..... 1

## PERMANENT APPOINTMENT: See

- Appointments ..... 5

## PERMITS:

- General-See Licences ..... 1
- Parking Tickets-See Licences ..... 1
- Vehicle Registration-Use  
Vehicles ..... 3
- Tickets-See Licences ..... 1

## PERSONNEL:

- General ..... 5
- Accidents ..... 5
- Accreditations ..... 5
- Adjudication-See Staff Relations . 5
- Advances Abroad-Use AP-Vouchers  
and Loans-See Ledgers-Specific ... 4
- Allowances ..... 4
- Appeals-See Staff Relations ..... 5
- Appointments ..... 5
- Attachments-See Exchange ..... 5
- Attendance ..... 5
- Awards-See Honours ..... 5
- Bilingualism ..... 5
- Career Development, Management  
Programs-See Staff Relations-  
Career Management ..... 5
- Classification ..... 5
- Clearances-See Security ..... 1
- Collective Agreements-See  
Staff Relations ..... 5
- Collective Bargaining-See  
Staff Relations ..... 5

## Schedule

## PERSONNEL: (cont'd)

- Competitions ..... 5
- Credentials-See Accreditations ... 5
- Development-See Training ..... 5
- Discipline-Boards/Courts of  
Inquiry ..... 5
- Staff-See Staff Relations ..... 5
- Eligibility Lists-See  
Competitions ..... 5
- Employment ..... 5
- Establishment ..... 5
- Evaluation-See Manpower Planning-  
Performance Appraisal ..... 5
- Examinations-See Competitions ... 5
- Exchanges ..... 5
- Files-General ..... 5
- Annuitants-See Pay-Files ..... 4
- Terminated Employees-See  
Pay-Files ..... 4  
and ..... Appendix
- Forecasts-Use Establishment and  
Manpower Planning ..... 5
- Grievances-See Staff  
Relations-Appeals ..... 5
- Health ..... 5
- Holidays-See Leave ..... 5
- Honours ..... 5
- Hours of Work ..... 5
- Income Tax ..... 5
- Injuries-See Accidents ..... 5
- Inquiries ..... 5
- Insurance ..... 5
- Inventories-See Manpower  
Planning ..... 5
- Leave ..... 5
- Loans-General-See Exchanges ..... 5
- Advances Abroad-Use  
AP-Vouchers ..... 4
- Managerial and Confidential  
Exclusions-See Staff Relations ... 5
- Manpower Planning ..... 5
- Medical-See Health ..... 5
- Nominal Rolls ..... 5
- Oaths ..... 5
- Overtime-See Hours of Work ..... 5
- Passports ..... 5
- Pay-Financial-See Pay ..... 4
- Personnel-See Salaries ..... 5
- Performance Appraisal-See  
Manpower Planning ..... 5

## Schedule

## Schedule

## PERSONNEL: (cont'd)

- Postings-See Transfers .....	5
- Precedence, Table of .....	5
- Privileges .....	5
- Promotions .....	5
- Punctuality-See Attendance .....	5
- Reclassification-See Promotions ..	5
- Records .....	Appendix
- Recreation-See Sports .....	5
- Recruitment-See Employment .....	5
- Regulations .....	5
- Reports .....	5
- Retirements .....	5
- Salaries .....	5
- Financial-See Pay .....	4
- Scholarships .....	5
- Secondments-See Exchanges .....	5
- Security-See Security .....	1
- Selection Standards .....	5
- Separations-See Retirement .....	5
- Sports .....	5
- Staffing-See Employment .....	5
- Staff Relations .....	5
- Statistics-See Reports .....	5
- Studies, Systems, Surveys .....	5
- Superannuation-General .....	5
- Pay-See Pay .....	4
- Time Off-See Hours of Work .....	5
- Training .....	5
- Transfers .....	5
- Transportation-See Transportation .....	1
- Union Relations-See Staff Relations .....	5
- Visas-See Passports .....	5
- Wages-See Salaries .....	5
and Pay .....	4
- Working Conditions .....	5

## PETROL INSTALLATIONS: See

Utilities .....	2
-----------------	---

PETTY CASH: .....	4
-------------------	---

## PHOTOGRAPH(S)(Y):

- General-See Maps .....	1
and Information Services .....	1
- Equipment .....	3
- Inquiries-See Information Services .....	1

## PHOTOGRAPH(S)(Y): (cont'd)

- Requests-See Information Services-Inquiries .....	1
--	---

PHYSICAL SECURITY: See Security ...	1
-------------------------------------	---

## PLAN(S)(ING):

- General .....	1
- Accommodation-See Accommodation ..	2
- Buildings-See Buildings .....	2
- Construction-See Buildings-Plans .	2
- Emergency-Use Emergency Measures .....	1
- Estimates-Use Estimates .....	4
- Manpower-See Manpower Planning ...	5
- Specifications-See Buildings- Plans .....	2
- Utilities .....	2

## PLEDGES:

- General-Use Campaigns .....	1
- Canada Savings Bonds-See Pay .....	4

PLUMBING: See Utilities .....	2
-------------------------------	---

## POLICY:

- General-See Organization .....	1
- Records Definition .....	Preface

POLITICS: .....	1
-----------------	---

## POSITION FILES:

- General-See Classification and Bilingualism .....	5
- Personnel Records .....	Appendix

## POST:

- Audits-See Classification .....	5
- Isolated Allowance-See Allowances .....	4
- Reports-See Reports-Intelligence .	1

## POSTAGE ACCOUNTS:

- General .....	4
- Ledgers .....	4

## POSTAL SERVICES:

- General-See Mail .....	1
- Accounts-See Postage Accounts ....	4



## Schedule

POSTERS: See Information Services .	1
POSTINGS: See Transfers .....	5
POWER:	
- Accounts-See AP-Utilities .....	4
- of Attorney-See Legal Matters ....	1
- Plants-Use Utilities-Hydro Power .	2
PRESS:	
- Clippings-See Information Services .....	1
- Releases-See Information Services .....	1
PREVAILING RATES:	
- Earnings Records Cards-Financial-See Pay-Cards .....	4
- Employment-See Employment .....	5
- Pay-Financial-See Pay-Lists .....	4
- Personnel-See Salaries and Wages .....	5
PREVENTION:	
- Accidents-Use Accidents .....	1
- Fire-See Buildings-Fires .....	2
- Measures-See Buildings-Protection .....	2
PRICES:	
- Cafeteria-See Cafeterias .....	1
- Equipment-See Catalogues .....	3
PRIMARIES:	
- Allotment Transfers-See Allotments-Vouchers .....	4
- Expenditure Listings-See Statements-AP & R .....	4
- Machine Runs-Use Statements-AP & R .....	4
- Revenue Listings-Use Statements-AP & R .....	4
- Stock Certificates-Use AP-Vouchers .....	4
PRINTING: See Books .....	1
PRIVY COUNCIL ORDERS:	
- General-See Acts-Orders in Council .....	1

## Schedule

PRIVY COUNCIL ORDERS: (cont'd)	
- Individual Payments-Use Regulations .....	4
PROBATIONARY PERIOD: See Manpower	
Planning-Performance Appraisal .....	5
PROCEDURE(S):	
- Analysis-See Management Services .	1
- Correspondence-See Correspondence Management .....	1
- Disposal of Records .....	Appendix
- Management-See Management Services .....	1
- Organization-See Organization ....	1
PROCESS CHARTS: See Management Services .....	1
PROCUREMENT:	
- General and see also by Type of Equipment .....	3
- Aircraft-See Aircraft .....	3
- Contract Demands .....	3
- Equipment-See also by Type .....	3
- Ships-See Ships .....	3
- Tenders-General .....	3
- Financial-See Contracts .....	4
- Vehicles-See Vehicles .....	3
PRODUCT:	
- Claims-Use AP-Vouchers .....	4
PRODUCTION: See Manufacture .....	3
PROFESSIONAL:	
- Accounts-See AP-Services rendered or AR-Vouchers .....	4
- Employment-See Employment .....	5
- Fees-See Fees .....	4
PROGRAM(S):	
- General-See Plans .....	1
- Broadcasts-See Information Services-Radio .....	1
- Career-See Manpower Planning-Career .....	5
- Employment-See Employment-Programs .....	5
- Forecasts .....	4

## Schedule

PROGRAM(S): (cont'd)	
- Safety-General-Use Accidents .....	1
- Personnel-See Accidents .....	5
PROGRESS:	
- Claims-Use AP-Vouchers .....	4
- Payments-See AP-Vouchers .....	4
PROMOTIONS: .....	5
PROPERTY:	
- Buildings .....	2
- Lands .....	2
- Misuse of Government-See Staff	
Relations-Discipline .....	5
- Taxes-See Taxes .....	4
PROTECTION:	
- Buildings-See Buildings-	
Protection .....	2
- Fire-See Buildings-Fires .....	2
- Flood-Use Lands-Flood Control ....	2
- Security-Use Security-Physical ...	1
PROVINCIAL:	
- Acts .....	1
- Agreements-General .....	1
- Finance-See Agreements .....	4
- Co-operation .....	1
- Elections-See Politics .....	1
- Finance-See Agreements .....	4
- Legislation-See Acts .....	1
- Politics .....	1
- Taxes .....	4
PUBLIC:	
- Accounts-See Statements-	
Accounting Miscellaneous .....	4
- Notaries-See Legal Matters .....	1
- Records Definition .....	Preface
Order .....	Appendix
- Relations-See Information	
Services .....	1
PUBLICATIONS:	
- General-See Books .....	1
- Inquiries-See Information	
Services-Inquiries .....	1
- Library-See Library Services-	
Books .....	1

## Schedule

PUBLICITY: See Information	
Services .....	1
PUBLIC SERVICE STAFF RELATIONS	
BOARD:	
- Adjudication Decisions-See Staff	
Relations-Adjudication .....	5
PUBLISHING: Use Books .....	1
PUNCHES:	
- Hand-See Stationery .....	3
PUNCTUALITY: See Attendance .....	5
PURCHASE(S):	
- Buildings-See Buildings-	
Acquisition .....	2
- Contracts-See Contracts .....	4
and Procurement .....	3
- Equipment-See Procurement and	
also by Type of Equipment .....	3
- Lands-See Lands-Acquisition .....	2
- Local-General-See Procurement ....	3
- Finance-Use AP-Vouchers .....	4
- Orders-General-See Procurement ...	3
- Finance-See AP-Vouchers .....	4
- Requisitions-General-See	
Procurement .....	3
- Finance-See AP-Vouchers .....	4
PURPOSE OF SCHEDULES: .....	Preface
"Q"	
QUARTERMASTER ANALYSIS: Use State-	
ments-Accounting Miscellaneous .....	4
QUEEN'S PRINTER:	
- Payments-Use AP-Vouchers .....	4
QUERIES: See under INQUIRY	
QUESTIONS:	
- in Parliament-Use Parliament .....	1
"R"	
RACE RELATIONS: Use Cultures .....	1

## Schedule

## RADIO:

- General-See Communications ..... 1
- Advertising-See Information  
Services ..... 1
- Broadcasts-See Information  
Services ..... 1
- Information-See Information  
Services ..... 1
- Installations-Use Utilities ..... 2

## RAILWAY:

- Accidents-See Accidents ..... 1
- Transportation-See  
Transportation ..... 1
- Wrecks-Use Emergency Measures-  
Disasters ..... 1

## RATES:

- Exchange Sheets-See Banks ..... 4
- Express-See Transportation-  
Freight ..... 1
- Freight-See Transportation ..... 1

## RATINGS: See Manpower Planning-

- Performance Appraisal ..... 5

## RCAF TREASURY ACCOUNT CARDS:

- See Ledgers-Specific ..... 4

## RCMP:

- Allowances-See Pay-Allowances .... 4

- READERS: See Microfilming ..... 3

## RECAPITULATION:

- Cheques Issued-Use Cheques-  
Lists-General ..... 4

## RECEIPTS:

- General ..... 4
- Accounts Receivable Vouchers ..... 4
- Bank-See Banks-Vouchers ..... 4
- Cheque-See Cheques-Receipts ..... 4
- Summaries Registers-See Cash  
Accounting-Ledgers ..... 4

RECEIVABLE ACCOUNTS: See under  
ACCOUNTS RECEIVABLE

## Schedule

## RECLASSIFICATION:

- Documents-Use Security-  
Clearances ..... 1
- Personnel-See Promotions ..... 5

## RECONCILIATION:

- Bank-See Banks-Statements ..... 4
- Cheques-See Cheques-Bank  
Statements ..... 4

## RECORDINGS:

- Library-See Library Services ..... 1

## RECORD(S):

- General-See Records Management ... 1
- Allotment-Use Allotments-Ledgers . 4
- Annuitants-See Pay-Files ..... 4
- Assigned Pay-See Pay ..... 4
- Cash Control-See Cash  
Accounting-Ledgers ..... 4
- Centres ..... Preface
- Definitions ..... Preface
- Destruction Reporting ..... Preface
- Disposal-General-See  
Records Management ..... 1
- Procedures ..... Appendix
- Duplication ..... Preface
- Earnings Cards-Financial-  
See Pay-Cards ..... 4
- Personnel-See Pay-Cards ..... 4
- Historical-General-See  
Historical ..... 1
- Value ..... Preface &  
Appendix
- Indian Lands-See Ledgers-Indian .. 4
- Legal Payments-See Ledgers-  
Specific ..... 4
- Management ..... 1
- Order ..... Appendix
- Pay-See Pay ..... 4
- Pension-See Pay ..... 4
- and Pay-Lists ..... 4
- Personnel ..... Appendix
- Postage-See Postage Accounts-  
Ledgers ..... 4
- Public Order ..... Appendix
- Refund-See Pay ..... 4
- Registered Mail-See Mail ..... 1
- Salaries ..... 5

## Schedule

RECORD(S): (cont'd)	
- Schedules-General-See	
Records Management .....	1
- Value .....	Appendix

RECOVERABLE ACCOUNTS: See	
Accounts Receivable .....	4

RECREATION:	
- Areas-See Lands .....	2
- Personnel-See Sports .....	5

RECRUITING: See Employment .....	5
----------------------------------	---

RED CIRCLED POSITIONS: Use	
Classification .....	5

REDECORATING: See Buildings-	
Maintenance .....	2

REFORESTATION-See Lands-	
Development .....	2

REFRIGERATION: See Utilities-	
Air Conditioning .....	2

REFUNDS:	
- Accounts Payable-See AP-Vouchers ..	4
- Accounts Receivable-Credit .....	4
- Ledgers-See AR-Ledgers .....	4
- Pay-See Pay .....	4
- Source Machine Runs-Use	
Statements-AP & R .....	4

REGISTERS: (See also Ledgers)	
- Attendance-See Attendance .....	5
- Finance-See under Ledgers .....	4
- Mail-See Mail .....	1
- Records-See Records Management ...	1

REGISTRATION:	
- Mail-See Mail .....	1
- Vehicles-See Vehicles .....	3

REGULATIONS:	
- General-See Circulars .....	1
- Dress-See Clothing .....	3
- Finance .....	4
- Fire-See Buildings-Fires .....	2

## Schedule

REGULATIONS: (cont'd)	
- Personnel .....	5
- Security-See Security .....	1
- Statutory-See Acts .....	1

RELATIONS:	
- Cultural-Use Cultures .....	1
- International-See International ..	1
- Public-See Information Services ..	1
- Staff-See Staff Relations .....	5
- Union-See Staff Relations .....	5

RELEASE(S):	
- Information-See Security .....	1
- Legal-Use Accidents .....	1
- Personnel-Use Retirements .....	5
- Press-See Information Services ...	1
- Security-See Security-	
Information .....	1
- Deposit and Release-See	
Vouchers .....	4

REMEMBRANCE DAY: See Ceremonies ...	1
-------------------------------------	---

REMITTANCE:	
- Deduction-See Pay-Lists .....	4

REMOVAL:	
- Accounts-See Travel-Expense	
Claims .....	4
- Advances-See Travel-Expense	
Claims .....	4
- Claims-See Travel-Expense	
Claims .....	4
- Expenses-See Travel .....	4
- Snow-See Lands-Roads .....	2

RENT(S):	
- Buildings-See Buildings .....	2
- Contracts-See Contracts .....	4
- Lands-See Lands .....	2
- Revenue-See AR-Vouchers .....	4

REPAIRS:	
- Buildings-See Buildings-	
Alterations .....	2
- Equipment-See Maintenance .....	3
- Vehicle-See Vehicles .....	3

## REPORT(S):

- General ..... 1
- Accommodation-See Accommodation .. 2
- Annual (Departmental) ..... 1
- Associations-See Associations .... 1
- Audit ..... 4
- Fire-See Buildings-Fires ..... 2
- Intelligence ..... 1
- Manpower Planning-See Manpower  
Planning ..... 5
- Post-See Reports-Intelligence .... 1
- Publications-Use Books ..... 1
- Records Destruction ..... Preface
- Security-See Security ..... 1
- Training-See Training ..... 5

REPRODUCTION: See Office Services . 1

## REQUESTS:

- Information-See Information  
Services-Inquiries ..... 1
- Photographs-See Maps ..... 1
- and Information Services-  
Inquiries ..... 1
- Publications-See Information  
Services-Inquiries ..... 1
- and Library Services-Books ..... 1
- Statistics-Use Statistics ..... 1

## REQUIREMENTS:

- Manpower-See Manpower Planning-  
General ..... 5

## REQUISITIONS:

- Cheques-See AP-Vouchers ..... 4
- Death Benefit Payments-See Pay ... 4
- Equipment-See Procurement ..... 3
- Purchase-See AP-Vouchers ..... 4
- Reproduction-See Office Services . 1
- Transport-Use Transportation ..... 1
- Travel-See Travel-Expense Claims . 4

## RESERVATIONS: See Transportation-

Hotel ..... 1

RESIGNATIONS: See Retirements ..... 5

## RESPONSIBILITY(IES):

- Organization-See Organization .... 1
- Pay-See Salaries ..... 5

RETENTION PERIODS: ..... Preface

## RETIREMENT:

- Allowance-Use Allowances ..... 4
- Fund-Accounts-See Pay-Accounts ... 4
- Leave-See Leave ..... 5
- Separation-See Retirements ..... 5

## RETURN(S):

- General-Use Reports ..... 1
- Cheques-See Cheques-Lists:  
& Returned ..... 4
- Parliamentary-See Parliament .... 1
- Personnel-Use Reports ..... 5
- Security-See Security-Reports .... 1
- T.4 and TP.4-See Pay ..... 4

## REVENUE:

- General-Use AR-General ..... 4
- Accounts-Use AR-Vouchers ..... 4
- Cash Book Ledger-Use Cash  
Accounting-Ledgers ..... 4
- Listings-Use Statements-AP & R ... 4
- Statements-Use Statements-AP & R . 4

## REVIEWS:

- Performance-See Manpower  
Planning-Performance Appraisal ... 5

## REVISION:

- Classification Program-Use  
Classification ..... 5
- Salary-See Salaries and Wages .... 5

## RIGHTS OF WAY:

- Legal Documents-See Lands ..... 2
- Lettings & Concessions-See Lands . 2

## RIOTS: See Emergency Measures-

Demonstrations ..... 1

RISK ALLOWANCE: See Allowances .... 4

## ROADS:

- General-See Lands ..... 2
- Transportation-See  
Transportation ..... 1

ROSTERS: Use Nominal Rolls ..... 5



## Schedule

ROTATIONAL TRAINING: See Training . 5	
ROUTINE RECORDS: . . . . .	Preface

## ROYAL(TY):

- Congratulations-See	
Appreciation . . . . .	1
- Commissions-See Parliament . . . . .	1
- Tours-See Visits . . . . .	1

## RULE(S)(ING):

- General-See Legal Matters . . . . .	1
- Departmental-Use Circulars . . . . .	1
- Legal-See Legal Matters . . . . .	1
- Orders in Council-See Acts . . . . .	1
- Scheduling . . . . .	Appendix
- Treasury Board-See Acts . . . . .	1

## RUNS: (and Machine Runs)

- General-Use Statements-AP & R . . . . .	4
- Abstract-Use Statements-AP & R . . . . .	4
- Binders-Use Statements-AP & R . . . . .	4
- Cheque-Use Cheques-Lists-General . . . . .	4
- IBM Source-Use Statements-	
AP & R . . . . .	4
- Divisional-Use Statements-AP & R . . . . .	4
- Encumbrance-Use Statements-	
AP & R . . . . .	4
- Establishment-Use Statements-	
AP & R . . . . .	4
- Estimate-Use Statements-AP & R . . . . .	4
- Hollerith-General-Use	
Statements-AP & R . . . . .	4
- Special-Use Statements-	
Accounting Miscellaneous . . . . .	4
- Object-Use Statements-AP & R . . . . .	4
- Primary-Use Statements-AP & R . . . . .	4
- Quartermaster Analysis-Use State-	
ments-Accounting Miscellaneous . . . . .	4
- Refund of Source-Use	
Statements-AP & R . . . . .	4
- Source-Use Statements-AP & R . . . . .	4
- Vote-Use Statements-AP & R . . . . .	4

"S"

SABOTAGE: See Security-	
Subversive . . . . .	1

## Schedule

## SAFETY PROGRAMS:

- General-Use Accidents . . . . .	1
- Personnel-See Accidents . . . . .	5

## SALARIES AND WAGES:

- Financial-See Pay . . . . .	4
- Personnel . . . . .	5

## SALE(S):

- Books-See Books . . . . .	1
- Buildings-See Buildings-Disposal . . . . .	2
- Equipment . . . . .	3
- Land-See Lands-Disposal . . . . .	2
- Slips-See AR-Vouchers . . . . .	4
- Taxes-See Taxes . . . . .	4

## SANITATION:

- Cafeterias-See Cafeterias . . . . .	1
- Garbage Disposal-See Utilities . . . . .	2
- Instalations-Use Utilities . . . . .	2
- Working Conditions . . . . .	5

## SAVINGS: (and Savings Bonds)

- General-See Campaigns . . . . .	1
- Indian Trust Ledgers-See	
Ledgers-Indian . . . . .	4
- Pledges-See Pay-Canada Savings	
Bonds . . . . .	4

SCALE OF ISSUE: See Issue . . . . .	3
-------------------------------------	---

## SCHEDULE(S):

- General-See Records Management . . . . .	1
- Application of . . . . .	Preface
- Arrangement of . . . . .	Preface
- Benefit of . . . . .	Preface
- Definition . . . . .	Preface
- Files Disposal-See Records	
Management . . . . .	1
- Personnel . . . . .	Appendix
- Purpose of . . . . .	Preface
- Rules . . . . .	Appendix
- Training-See Training-General . . . . .	5
- Value . . . . .	Appendix

SCHOLARSHIPS: . . . . .	5
-------------------------	---

SCHOOL FUNDS: See Funds . . . . .	4
-----------------------------------	---

## Schedule

SCIENTIFIC:	
- Equipment-See Technical .....	3
- Personnel-See Employment .....	5

## SCRIPTS:

- Indian Land Records-Use	
Ledgers-Indian .....	4
- Program-See Information Services-	
Radio .....	1

## SEASONAL EMPLOYEES:

- Employment-Use Employment .....	5
- Pay-Financial-See Pay-Cards:-	
Lists .....	4
- Personnel-See Pay-Cards-Lists ..	4

SECONDMENT: See Exchanges .....	5
---------------------------------	---

## SECRETARIAL AND STENOGRAPHIC:

See Office Services .....	1
---------------------------	---

## SECURITY(IES):

- General .....	1
- Buildings-See Security-Physical ..	1
- Deposit Ledgers-See Ledgers-	
Specific .....	4
and Release Forms-See Vouchers ...	4
- Guards-See Security-Physical .....	1
- Old Age Ledgers-See Ledgers-	
Specific .....	4
- Personnel-See Security .....	1
- Shells-See Furniture .....	3

SELECTION STANDARDS: .....	5
----------------------------	---

SEPARATIONS: See Retirements .....	5
------------------------------------	---

## SERVICES:

- General .....	1
- Buildings-Use Buildings-	
Maintenance and/or Utilities .....	2
- Data Processing .....	1
- Drafting-See Office Services .....	1
- Duplication-See Office Services ..	1
- Information .....	1
- Library .....	1
- Mail .....	1
- Management .....	1
- Office .....	1
- Postal-See Mail .....	1

## Schedule

## SERVICES: (cont'd)

- Reproduction-See Office Services .	1
- Secretarial-See Office Services ..	1
- Stenographic-See Office Services .	1
- Transcribing-See Office Services .	1
- Translation-See Office Services ..	1
- Typing-See Office Services .....	1

## SESSIONAL EMPLOYEES:

- Employment-Use Employment .....	5
- Pay-Financial-See Pay-Cards:-	
Lists .....	4
- Personnel-See Pay-Cards-Lists ..	4

SEWAGE: See Utilities-Water .....	2
-----------------------------------	---

## SHEETS:

- Advance Ledger-Use	
Travel-Ledgers .....	4
- Bank of Canada Exchange Rate-	
See Banks .....	4
- Cash-Use Cash Accounting-Ledgers .	4
- Contract-Use Contracts-Ledgers ...	4
- Exchange Rate-See Banks .....	4
- Land Sales Balance-Use Ledgers-	
Indian .....	4
- Savings & Estate-Use Ledgers-	
Indian .....	4
- Stock Ledger-Use Ledgers-General .	4
- Reconciled-Use Ledgers-General .	4
- T.A.-Use Cheques-Receipts .....	4

## SHELLS:

- Security-See Furniture .....	3
--------------------------------	---

## SHIPS:

- General .....	3
- Accidents-See Accidents .....	1
- Disposal .....	3
- Instruments-See Technical .....	3
- Transportation-Use	
Transportation .....	1
- Wrecks-Use Emergency Measures-	
Disasters .....	1

SICK LEAVE: See Leave .....	5
-----------------------------	---

SIDEWALKS: See Lands-Roads .....	2
----------------------------------	---



## Schedule

## SIGNING AUTHORITY:

- Correspondence-See  
Correspondence-Management ..... 1
- Financial ..... 4

SIRENS: See Buildings-Protection .. 2

## SITES:

- General-See Lands-Acquisition .... 2
- Historical-See Lands-Historical .. 2

## SLIDES:

- General-See Information Services-  
Motion Pictures ..... 1
- Library-See Library Services ..... 1

## SLIPS:

- Bank Voucher Deposit-See Banks-  
Vouchers ..... 4
- Sales-See AR-Vouchers ..... 4

SMOCKS: See Clothing ..... 3

SNOW REMOVAL: See Lands-Roads ..... 2

## SOCIAL:

- Entertainment-See Allowances ..... 4  
and Sports ..... 5
- Functions-See Associations ..... 1
- Security-See Insurance ..... 5

SOCIETIES: See Associations ..... 1

## SOLDIER SETTLEMENT LEDGERS: See

Ledgers ..... 4

## SOLICITATIONS:

- Business-See Corporations ..... 1
- Charitable-See Campaigns ..... 1

## SOURCE:

- Cheque-IBM Runs-Use Statements-  
AP & R ..... 4
- List A & O-Use Cheques-Lists-  
General ..... 4
- Summary O-Use Cheques-Lists-  
General ..... 4

SPACE: See Accommodation ..... 2

## Schedule

## SPECIAL:

- Advance Accounts-Use AP-Vouchers . 4
- Cheque Issue-Use Cheques-Lists-  
General ..... 4
- Leave-See Leave ..... 5
- Machine Runs-Use Statements-  
Accounting Miscellaneous ..... 4
- Summary A43B Series-Use Cheques-  
Lists-General ..... 4

## SPECIFICATIONS:

- Buildings-See Buildings-Plans .... 2
- Equipment-See Drawings ..... 3
- Utilities ..... 2

## SPEECHES:

- General-See Information Services-  
Lectures ..... 1

## SPORTS:

- General ..... 5
- Equipment-Use Equipment-General .. 3

## SPRINKLERS:

- Fire-See Buildings-Fires ..... 2

## STAFF(ING):

- General-See Employment ..... 5
- Files ..... Appendix
- Pay-Financial-See Pay ..... 4
- Personnel-See Salaries ..... 5
- Relations ..... 5
- Training-Use Training ..... 5

## STANDARDS:

- Classification-See  
Classification ..... 5
- Selection-See Selection ..... 5
- Work Measurement-Use  
Management Services ..... 1

## STANDING:

- Advances-Use Accounts ..... 4
- Offer Agreements ..... 3

## STATEMENTS:

- General Financial ..... 4
- Accounting Miscellaneous ..... 4
- Accounts Public-See Statements-  
Accounting Miscellaneous ..... 4

## Schedule

## Schedule

## STATEMENTS: (cont'd)

- Annuitants Earnings Records-  
See Pay-Statements ..... 4
- Associations-See Associations .... 1
- Bank-See Banks-Statements ..... 4
- Cash Gratuity-See Pay-Statements . 4
- Cheques-Bank-See Banks ..... 4
  - Imprest Accounts-See Banks ..... 4
- Companies-See Corporations ..... 1
- Corporations ..... 1
- Earnings Records-See Pay-  
Statements ..... 4
  - Annuitants-See Pay ..... 4
- Encumbrance-See Statements-  
AP & R ..... 4
- Establishment-See Statements-  
AP & R ..... 4
- Expenditure-Use Statements-  
AP & R ..... 4
- Imprest Accounts-See Banks ..... 4
- Primary-See Statements-AP & R .... 4
- Public Accounts-See Statements-  
Accounting Miscellaneous ..... 4
- Revenue-Use Statements-AP & R .... 4
- Sub-allotment-See Statements-  
AP & R ..... 4
- Vote-See Statements-AP & R ..... 4

STATIONERY: ..... 3

## STATISTICS:

- General-See Reports ..... 1
- Accommodation-See Accommodation .. 2
- Manpower-See Manpower Planning-  
Reports ..... 5
- Personnel-See Reports ..... 5
- Time Studies-Use Management  
Services ..... 1
- Work Measurement-Use Management  
Services ..... 1

## STATUTORY:

- Declarations-Lost Cheques-See  
Cheques-Lost ..... 4
- Increases-See Salaries ..... 5
- Orders-See Acts ..... 1
- Regulations-See Acts ..... 1
- Revisions-See Salaries ..... 5

STENOGRAPHIC: See Office Services . 1

## STOCK:

- Certificates-Use AP-Vouchers ..... 4
- Ledger Sheets-Use Ledgers-  
General ..... 4

STOCKTAKING: See Accounting ..... 3

## STOPPAGES:

- Work-See Staff Relations-General . 5

## STORES:

- General-See under Equipment ..... 3
- Issue Vouchers-See Vouchers ..... 4

STREETS: See Lands-Roads ..... 2

## STRIKES: See Staff Relations-

General ..... 5

STUDENTS: See Employment-Summer ... 5

## STUDIES:

- Personnel ..... 5

## SUB-ALLOTMENT:

- Encumbrance-See Encumbrances ..... 4
- Expenditure-Use Statements-  
AP & R ..... 4
- Revenue-Use Statements-AP & R .... 4

## SUBMISSIONS:

- Records ..... Appendix
- Treasury Board-Use Correspondence  
Management ..... 1

## SUBSCRIPTIONS:

- Associations ..... 1
- Information Services-See  
Information Services-Newspapers .. 1
- Library Services ..... 1
- Magazines-See Information and  
Library Services ..... 1
- Newspapers-Use Information and/or  
Library Services ..... 1
- Periodicals-See Information and/or  
Library Services ..... 1

SUBSIDY PAYMENTS: Use AP-Vouchers . 4



## Schedule

## Schedule

## TELEPHONE: (cont'd)

- Installations-See Utilities-  
Telecommunications ..... 2

TELETYPE: See Communications ..... 1

## TELEVISION:

- General-See Information Services-  
Radio ..... 1
- Advertising-See Information  
Services ..... 1
- Broadcasts-See Information  
Services-Radio ..... 1

## TENDERS:

- Acceptance-See Contracts ..... 4
- Buildings-See Buildings-  
Construction ..... 2
- Equipment-See Procurement ..... 3

## TERM(S):

- Appointments-See Appointments .... 5
- Employees-See Employment ..... 5
- Of Employment-Use Staff Relations-  
Collective Agreements ..... 5

## TERMINAL ALLOWANCE: See

Allowances ..... 4

## TERRITORIAL:

- Acts-See Acts ..... 1
- Agreements-See Agreements ..... 1
- Co-operation and Liaison ..... 1
- Legislation-See Acts ..... 1

## THEFTS:

- Boards of Inquiry-See Boards of .. 1
- Investigations-See  
Investigations ..... 1

## TICKETS:

- Parking Permit-See Licences ..... 1
- Transportation-See  
Transportation ..... 1

## TIMBER:

- Indian Sales-See Ledgers-Indian .. 4

## TIME:

- Off-See Hours of Work ..... 5
- Payroll Summaries-See Pay-  
Payroll ..... 4
- Studies-See Management Services .. 1

TOURS: See Visits ..... 1

## TRAINING:

- General ..... 5
- Equipment-See Educational ..... 3

## TRAIN WRECKS: See Measures-

Disasters ..... 1

TRANSCRIBING: See Office Services . 1

## TRANSCRIPTS:

- Cheque-See Cheques ..... 4

## TRANSFER(S):

- Allotment-See Allotments-  
Vouchers ..... 4
- Bank-See Banks-Vouchers ..... 4
- Buildings-See Buildings-  
Acquisition ..... 2  
and-Disposal ..... 2
- Encumbrance ..... 4
- Equipment-See Accounting ..... 3
- Lands-See Lands-Acquisition ..... 2  
and-Disposal ..... 2
- Personnel ..... 5
- Records ..... Preface &  
Appendix
- Stock Certificates-Use AP-  
Vouchers ..... 4
- Suspense Accounts-See Accounts ... 4  
and Accounting-Suspense ..... 4

## TRANSLATION SERVICES:

See Office Services ..... 1

## TRANSPORTATION:

- General ..... 1
- Air, Rail, Road, Water ..... 1
- Allowances-Use Travel-Expense  
Claims ..... 4
- Warrants-See Travel-Expense  
Claims ..... 4

## Schedule

TRAVEL:	
- Advances-See Travel-Expense	
Claims .....	4
- Cards-Use Travel-Ledgers .....	4
- Ledgers-See Travel-Ledgers .....	4
- Allocations .....	4
- Expense Claims .....	4
- Removal Expenses-See Travel-	
Expense Claims .....	4
- Requisitions-See Travel-	
Expense Claims .....	4
- Warrants-See Travel-Expense	
Claims .....	4

TREASURY:	
- Bills Ledger-See Ledgers-	
Specific .....	4
- RCAF Account Cards-See Ledgers-	
Specific .....	4

TREASURY BOARD:	
- Allotment Transfers-Use	
Allotments-Vouchers .....	4
- Minutes-See Acts .....	1
- re Individual Payments-Use	
Regulations .....	4
- Submissions-Use Correspondence	
Management .....	1
- Transfer-Use Allotments-	
Vouchers .....	4

TREATIES: See International .....	1
-----------------------------------	---

TRESPASSING: See Lands .....	2
------------------------------	---

TRIBUNALS:	
- Adjudication-See Staff Relations-	
Adjudication .....	5

TRUCKS: Use Vehicles .....	3
----------------------------	---

TRUST:	
- Agency Accounts-Use Ledgers-	
Indian .....	4
- Indian Savings-See Ledgers-	
Indian .....	4
- Ledgers-See Ledgers-Specific .....	4

TUGS: See Ships .....	3
-----------------------	---

## Schedule

TUITION FEES:	
- Individual-Use AP-Vouchers .....	4
- Subject Matters-Use Allowances ...	4

TYPEWRITERS: See Office	
Appliances .....	3

TYPING SERVICES: See Office	
Services .....	1

## "U"

UNCLAIMED CHEQUES:	
- Lists-Use Cheques-Lists-	
Returned-Subsequently Cancelled ..	4

UNCOLLECTIBLE CLAIMS: See Claims ..	4
-------------------------------------	---

UNDELIVERABLE CHEQUES: See	
Cheques-Returned .....	4

UNEMPLOYMENT INSURANCE: See	
Insurance .....	5

UNIFORMS: See Clothing .....	3
------------------------------	---

UNION RELATIONS: See Staff	
Relations .....	5

UNITED APPEAL: See Campaigns .....	1
------------------------------------	---

UNIVERSITIES:	
- Co-operative Programs-See	
Employment-Programs .....	5

UTILITIES:	
- General .....	2
- Accounts-See AP-Utilities .....	4
- Air Conditioning .....	2
- Construction .....	2
- Garbage Disposal .....	2
- Gas .....	2
- Heating-See Utilities-Plumbing ...	2
- Hydro Power .....	2
- Installations .....	2
- Lighting .....	2
- Plumbing .....	2
- Refrigeration-See Utilities-	
Air Conditioning .....	2
- Sewage-See Utilities-Water .....	2



## Schedule

## UTILITIES: (cont'd)

- Snow Removal-See Lands-Roads ..... 2
- Telecommunications ..... 2
- Ventilation-See Air Conditioning . 2
- Water ..... 2

## UTILIZATION:

- Manpower-See Manpower Planning-  
General ..... 5

## "V"

## VEHICLES:

- General ..... 3
- Accidents-See Accidents ..... 1
- Disposal ..... 3
- Parking-Areas-See Lands-Parking .. 2
- Permits-See Licences ..... 1
- Registration Licences ..... 3

VENDING MACHINES: See Cafeterias .. 1

VENETIAN BLINDS: See Furniture .... 3

VENTILATION: See Utilities-  
Air Conditioning ..... 2

VESSELS: See Ships ..... 3

## VETERANS:

- Allowances-See Allowances-  
Ledgers ..... 4
- Benefit-See Ledgers-Specific ..... 4

VISAS: See Passports ..... 5

## VISIT(S):

- General ..... 1
- Clearances-See Security-  
Clearances ..... 1

VOLUMES CLOSED: ..... Preface

## VOTE LISTINGS:

- Expenditures-See Statements-  
AP & R ..... 4
- Revenue-See Statements-AP & R .... 4
- Runs-Use Statements-AP & R ..... 4

## Schedule

## VOUCHERS:

- General ..... 4
- Accounts Payable ..... 4
- Accounts Receivable ..... 4
- Allotment-See Allotment ..... 4
- Bank-See Banks-Vouchers ..... 4
- Cheques-General ..... 4
- Abstracts Attached ..... 4
- Journal-See Vouchers ..... 4
- Returned-See Cheques-Vouchers .... 4
- Security Deposit & Release Forms . 4
- Stores Issue ..... 4

## "W"

WAGES: See Pay ..... 4  
and Salaries ..... 5

WAIVERS: Use Accidents ..... 1

WALL FURNISHINGS: See Furniture ... 3

WARNING DEVICES: See Buildings-  
Protection ..... 2

## WARRANTS:

- Election-See Cheques-Election .... 4
- Salary-See Salaries ..... 5
- and Pay ..... 4
- Travel-See Travel-Expense Claims . 4

WAR VETERANS: See Allowances-  
Ledgers ..... 4

## WATER:

- General-See Utilities ..... 2
- Sewage-See Utilities-Water ..... 2
- Transportation ..... 1

WEAPONS: See Arms & Armament ..... 3

WHARFAGE BOOKS: See Cash  
Accounting-Ledgers ..... 4

WINTER WORKS PROGRAM: See  
Employment-Programs ..... 5

## WIRE:

- Communications-Use  
Communications ..... 1
- Installations-Use Utilities ..... 2

## Schedule

### WORK(ING)(MEN'S):

- Compensation-See Accidents .....	5
- Conditions .....	5
- Experience Programs-See	
Employment-Programs .....	5
- Hours of-General .....	5
- Cafeterias-See Cafeterias .....	1
- Measurement-Use Management	
Services .....	1
- Papers-Audit-See Audits-Reports ..	4
- Definition .....	Preface
- Stoppages-See Staff Relations-	
General .....	5
- Winter-See Employment-Programs ...	5

### WRECKS: Use Emergency Measures-

Disasters .....	1
-----------------	---

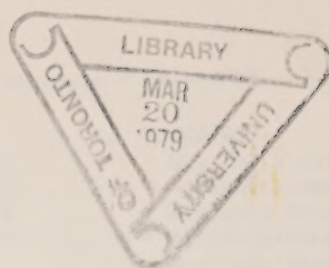
### WRITE-OFFS:

- Claims-Use Claims .....	4
- Equipment .....	3

### "X"

"X" BUDGETS: Use Budgets .....	4
--------------------------------	---





# ACCOPRESS®

NO. 2507

BF - RED	BY - YELLOW
BG - BLACK	BA - TANGERINE
BD - GREY	BB - ROYAL BLUE
BU - BLUE	BX - EXECUTIVE RED
BP - GREEN	

SPECIFY NO. & COLOR CODE

ACCO CANADIAN COMPANY LTD.  
TORONTO CANADA



3 1761 11550687 5